

AD-AQ85 690 TECHNOMICS INC OAKTON VA  
A SYSTEM APPROACH TO NAVY MEDICAL EDUCATION AND TRAINING. APPFH--BTCL(U)  
AUG 74 N00014-69-C-0246 NL

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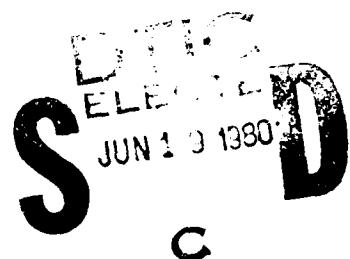
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(1)

APPENDIX 14.

FIELD MEDICAL TECHNICIAN



APPLICATION OF A SYSTEM APPROACH  
U.S. NAVY MEDICAL DEPARTMENT  
EDUCATION AND TRAINING PROGRAMS  
FINAL REPORT

Prepared under Contract to  
OFFICE OF NAVAL RESEARCH  
U.S. DEPARTMENT OF THE NAVY

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Program Manager  
Education and Training R&D  
Bureau of Medicine and Surgery (Code 71G)

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REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
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20. ABSTRACT (Continue on reverse side if necessary and identify by block number)  The study objective consisted of a determination of what the health care personnel in the Navy's Medical Department, Bureau of Medicine and Surgery actually do in their occupations; improving the personnel process (education and training); and building a viable career pathway for all health care personnel. Clearly the first task was to develop a system of job analyses applicable to all system wide health care manpower tasks. A means of postulating simplified occupational clusters covering some 50		

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currently designated Navy enlisted occupations, 20 Naval Enlisted Classification Codes (NEC's) were computerized. A set of 16 groupings that cover all designated occupations was developed so as to enhance the effectiveness of professionals and sub-professionals alike.

Accession For	
NTM General	
DSC TAB	
Fleet Card	
Other _____	
By _____	
Distribution _____	
Availability Codes	
Flat	Avail and/or special
A	

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## FOREWORD

The project, "Application of a System Approach to the Navy Medical Department Education and Training Programs," was initiated in May of 1969 as a realistic, comprehensive response to certain objectives set forth in ADO 43-03X, and to memoranda from both the Secretary of Defense and the Assistant Secretary of Defense, Manpower and Reserve Affairs. The Secretary's concern was stated in his memorandum of 29 June 1965, "Innovation in Defense Training and Education." More specific concerns were stated in the Assistant Secretary's memorandum of 14 June 1968, "Application of a System Approach in the Development and Management of Training Courses." In this he called for "vigorous and imaginative effort," and an approach "characterized by an organized training program with precise goals and defined operational interrelation among instructional system components." He also noted, "Job analyses with task descriptions expressed in behavioristic terms are basic and essential to the development of precise training goals and learning objectives."

### The Project

System survey and analysis was conducted relative to all factors affecting education and training programs. Subsequently, a job-analysis sub-system was defined and developed incorporating a series of task inventories "...expressed in behavioristic terms..." These inventories enabled the gathering of job activity data from enlisted job incumbents, and data relating to task sharing and delegation from officers of the Medical, Nurse and Dental Corps. A data management sub-system was devised to process incumbent data, then carry out needed analyses. The development of initial competency curricula based upon job analysis was implemented to a level of methodology determination. These methods and curriculum materials constituted a third (instructional) sub-system.

Thus, as originally proposed, a system capability has been developed in fulfillment of expressed need. The system, however, remains untested and unevaluated. ADO 43-03X called for feasibility tests and cost-effectiveness determination. The project was designed to so comply. Test and evaluation through the process of implementation has not proved feasible in the Navy Medical Department within the duration of the project. As designed and developed the system does have "...precise goals and defined operational interrelation among instructional system components." The latter has been achieved in terms of a recommended career structure affording productive, rewarding manpower utilization which bridges manpower training and health care delivery functions.

### Data Management Sub-System

Job analysis, involving the application of comprehensive task inventories to thousands of job incumbents, generates many millions of discrete bits of response data. They can be processed and manipulated only by high speed computer capability using rigorously designed specialty programs. In addition to numerical data base handling, there is the problem of rapidly and accurately manipulating a task statement data base exceeding ten thousand carefully phrased behavioral statements. Through the use of special programs, task inventories are prepared, printouts for special purposes are created following a job analysis application, access and retrieval of both data and tasks are efficiently and accurately carried out, and special data analyses conducted. The collective programs, techniques and procedures comprising this sub-system are referred to as the Navy Occupational Data Analysis Language (NODAL).

### Job Analysis Sub-System

Some twenty task inventory booklets (and associated response booklets) were the instruments used to obtain job incumbent response data for more than fifty occupations. An inventory booklet contains instructions, formatted questions concerning respondent information ("bio-data"), response dimension definitions, and a list of tasks which may vary in number from a few hundred to more than a thousand per occupational field.

By applying NODAL and its associated indexing techniques, it is possible to assemble modified or completely different inventories than those used in this research. Present inventories were applied about three years ago. While they have been rendered in operational format, they should not be re-applied until their task content is updated.

Response booklets were designed in OPSCAN mode for ease of recording and processing responses.

Overall job analysis objectives and a plan of administration were established prior to inventory preparation, including the setting of provisional sample target sizes. Since overall data attrition was forecast to approximate twenty percent, final sample and sub-sample sizes were adjusted accordingly. Stratified random sampling techniques were used. Variables selected (such as rating, NEC, environment) determined stratifications, together with sub-population sizes. About fifteen percent of large sub-populations were sought while a majority or all members of small sub-populations were sought.

Administration procedures were established with great care for every step of the data collecting process, and were coordinated with sampling and data analysis plans. Once set, the procedures were formalized as a protocol and followed rigorously.

#### Instructional Sub-System

Partial "competency curricula" have been composed as an integral sub-system bridging what is required as performance on the job with what is, accordingly, necessary instruction in the training process. Further, curriculum materials were developed to meet essential requirements for implementing the system so that the system could be tested and evaluated for cost effectiveness. However, due to the fact that test and evaluation was not feasible in the Navy Medical Department within the duration of the project, it was not possible to complete the development of the system through the test and evaluation phase. The inability to complete this phase also interrupted the planned process for fully developing the curricula; therefore, instead of completed curricula ready for use in the system, the curricula were partially developed to establish the necessary sub-system methodology. The competency curricula are based on tasks currently performed by job incumbents in 1971. (The currency of a given curriculum depends upon periodic analysis of incumbents' jobs, and its quality control resides in the evaluation of the performance competency of the program's graduates.)

A competency curriculum provides a planned course of instruction or training program made up of sequenced competency units which are, in turn, comprised of sequenced modules. These modules, emphasizing performance objectives, are the foundation of the curriculum.

A complete module would be comprised of seven parts: a cluster of related tasks; a performance objective; a list of knowledges and skills implied by the objective; a list of instructional strategies for presenting the knowledges and skills to the learner; an inventory of training aids for supporting the instructional strategies; a list of examination modes; and a statement of the required training time. In this project, curriculum materials have been developed to various levels of adequacy, and usually comprise only the first three parts; the latter four need to be prepared by the user.

The performance objective, which is the most crucial part of the module, is the basis for determining curriculum content. It is composed of five essential elements: the stimulus which initiates the behavior; the behavior; the conditions under which the behavior takes place; the criteria for evaluating the behavior; and the consequence or results of the behavior. A sixth element, namely next action, is not essential; however, it is intended to provide linkage for the next behavior.

Knowledges and skills listed in the module are those needed by the learner for meeting the requirements of the performance objective.

Instructional strategies, training aids, examination modes and training time have been specified only for the Basic Hospital Corps Curriculum. The strategies, aids and modes were selected on the basis of those considered to be most supportive in presenting the knowledges and skills so as to provide optimum learning effectiveness and training efficiency. The strategies extend from the classroom lecture as traditionally presented by a teacher to the more sophisticated mediated program for self-instruction. The training aids, like strategies, extend from the traditional references and handout material in the form of a student syllabus to mediated programs for self-instruction supported by anatomical models. Examination modes extend from the traditional paper and pencil tests to proficiency evaluation of program graduates on the job, commonly known as feedback. Feedback is essential for determining learning effectiveness and for quality control of a training program. The kind of instructional strategies, training aids and examination modes utilized for training are limited only by such factors as staff capability and training budget.

The training time specified in the Basic Hospital Corps Curriculum is estimated, based upon essential knowledge and skills and program sequence.

The competency curriculum module, when complete, provides all of the requirements for training a learner to perform the tasks set forth in the module. A module may be used independently or related modules may be re-sequenced into modified competency units to provide training for a specific job segment.

Since the curricula are based upon tasks performed by job incumbents in 1971, current analysis of jobs needs to be accomplished using task inventories that have been updated to reflect changes in performed tasks. Subsequent to job analysis, a revision of the curricula should be accomplished to reflect task changes. When the foregoing are accomplished, then faculty and other staff members may be indoctrinated to the competency curricula and to their relationship to the education and training system.

In addition to the primary use for the systematic training of job incumbents, these curricula may be used to plan for new training programs, develop new curricula, and revise existing curricula; develop or modify performance standards; develop or modify proficiency examinations; define billets; credentialize training programs; counsel on careers; select students; and identify and select faculty.

### The System

Three sub-systems, as described, comprise the proposed system for Education and Training Programs in The Navy Medical Department. This exploratory and advanced developmental research has established an overall methodology for improved education and training incorporating every possible means of providing bases for demonstrating feasibility and cost effectiveness. There remains only job analysis sub-system updating, instructional sub-system completion, and full system test and evaluation.

### Acknowledgements

The authors wish to acknowledge the invaluable participation of the several thousands of Naval personnel who served as respondents in inventory application. The many military and civilian personnel who contributed to developmental efforts are cited by name in the Final Report.

The authors also wish to acknowledge former colleagues for singularly important contributions, namely, Elias H. Porter, Ph.D., Carole K. Kauffman, R.N., M.P.H., Mary Kay Munday, B.S.N., R.N., Gail Zarren, M.S.W., and Renee Schick, B.A.

Identity and acknowledgement of the project Advisory Group during the project's final year is recorded in the Final Report.

Lastly, the project could not have been commenced nor carried out without the vision, guidance and outstanding direction of Ouida C. Upchurch, Capt., NC, USN, Project Manager.

**NAVY MEDICAL DEPARTMENT**

**TASK INVENTORY BOOKLET**

**FIELD MEDICINE**

## CONSTRAINTS AND ETHICAL USE

This task inventory was developed three years ago in a first-version key punch format for education and training research purposes.

The present "operational" format, using a mark-sense response booklet (Opscan), is recommended for future applications. The task and equipment statements comprising the bulk of the inventory are precisely the same (less duplicate entries) as in the original research tools but rearranged for Opscan mode. Biographical data questions have also been reformatted for Opscan (NEC codes should be updated).

The processing, administering and formatting of this inventory have thus been readied for operational application.

It is strongly recommended that this inventory be updated in its task and equipment statement sections before actual operational use. These reasons pertain:

- Changes in medical or related procedures or techniques
- Some tasks may violate current policy or be obsolete
- Equipment changes may have occurred
- The objective of task comprehensiveness may change
- Objectives may shift to embrace manpower utilization as well as education and training

In the latter regard, the present operational format includes a "time to perform" dimension (as well as frequency of performance and two additional optional blank response dimension fields). As a response dimension, "time to perform" has been validated within the context of inventories for professional personnel where the objectives embraced utilization (i.e., time associated with shared and delegable tasks). The original Enlisted inventory content was directed to education and training factors only. If "time to perform" is to be used operationally, each task and equipment statement should be examined by expert job incumbents to remove possible overlaps which could confound "time to perform" data. This review process would also serve other purposes cited above.

A general precaution is in order.

When task analysis inventories are poorly prepared, loosely administered, administered according to less than rigorous sampling, or are handled casually in processing or interpretation, they will inevitably produce poor or questionable data, at best. At worst, such practices will result in loss of money and time, and produce dangerous data. Inventories should be prepared, applied, processed and interpreted only by knowledgeable professional and technical personnel. As in the cases of ethically controlled behavior tests, inventories should not be casually copied or distributed, and should remain under the control of authorized, trained personnel. Factors effecting reliability and validity should be fully appreciated.

## GENERAL INSTRUCTIONS

There are two parts to be completed for this survey:

Part I	Career Background Information (answers to be recorded in this TASK BOOKLET)
Part II A	List of Tasks (answers to be recorded on the accompanying RESPONSE BOOKLET)
B	List of Instruments and Equipment (answers to be recorded on the accompanying RESPONSE BOOKLET)

Each part is preceded by a set of instructions. Be sure to read them carefully before you start answering each part. All instructions are found on the tinted pages.

PLEASE USE ONLY NUMBER 2 LEAD PENCILS. ERASE ALL CHANGES CAREFULLY AND COMPLETELY. DO NOT PUT ANY MARKS OTHER THAN YOUR ANSWERS ON EACH RESPONSE PAGE.

DO NOT FOLD, WRINKLE, CREASE OR DETACH PAGES  
FROM EITHER TASK BOOKLET OR RESPONSE BOOKLET.

WHEN RECORDING YOUR ANSWERS YOU MAY WANT TO USE A RULER TO READ ACROSS ANSWER AND QUESTION COLUMNS.

WHEN YOU HAVE COMPLETED YOUR RESPONSES, PUT THE TASK INVENTORY BOOKLET AND THE RESPONSE BOOKLET IN THE ENCLOSED SELF-ADDRESSED ENVELOPE. SEAL AND RETURN TO THE OFFICER WHO GAVE YOU THIS PACKAGE. COMPLETED BOOKLETS SHOULD BE RETURNED WITHIN ONE WEEK OF RECEIPT.

DO NOT FILL IN

Part I

CAREER BACKGROUND INFORMATION

Check that the Form and Serial Number in this box match those on the cover of this Booklet \_\_\_\_\_

\_\_\_\_\_  
N  
Form Serial No.

(1)

(7)

Please fill out completely

Name of your Duty Station \_\_\_\_\_

City & State (if applicable) \_\_\_\_\_

Your Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

(14)

PLEASE ANSWER QUESTIONS BELOW BY ENTERING THE PROPER NUMBER IN THE BLANKS PROVIDED. TWO BLANKS REQUIRE A TWO-DIGIT ANSWER. DISREGARD NUMBERS IN PARENTHESIS.

ENTER  
ANSWERS  
HERE

Q1. Select the number to indicate the Corps to which you belong:

1. Dental Technician
2. Hospital Corps

Q1. \_\_\_\_\_

(23)

Q2. Indicate your military status:

1. USN
2. USNR

Q2. \_\_\_\_\_

(24)

Q3. Indicate your pay grade:

1. E1	6. E6
2. E2	7. E7
3. E3	8. E8
4. E4	9. E9
5. E5	

Q3. \_\_\_\_\_

(25)

Q4. Indicate your total years of active duty in the Navy to date: (estimate to the nearest year)

1. Less than 2 years
2. 2 to 4 years
3. 5 to 8 years
4. More than 8 years

Q4. \_\_\_\_\_

(26)

ENTER  
ANSWERS  
HERE

Q5. Select the number to indicate your present immediate supervisor:

1. Physician
2. Dentist
3. Nurse
4. MSC Officer
5. HM or DT
6. Other (Specify) \_\_\_\_\_

Q5. \_\_\_\_ (27)

Q6. Select the number to indicate the average number of hours you work per week: (estimate to the nearest hour)

1. 35 to 40 hours
2. 41 to 50 hours
3. More than 50 hours

Q6. \_\_\_\_ (28)

Q7. Please give an estimate of the percent of time you spend on the following (write five percent as 05):

1. Inpatient care
2. Outpatient care
3. Teaching
4. Administration
5. Other (specify) \_\_\_\_\_

Q7. \_\_\_\_

1. \_\_\_\_ % (29)  
2. \_\_\_\_ % (31)  
3. \_\_\_\_ % (33)  
4. \_\_\_\_ % (35)  
5. \_\_\_\_ % (37)

Q8. Assuming that most or all of the following factors are of importance to you, select the three which, if improved, would contribute most to your job satisfaction:

- 01 Salary and/or promotion opportunities
- 02 Retirement benefits
- 03 Housing
- 04 Educational advancement opportunities
- 05 Stability of tour of duty
- 06 Physical facilities and equipment
- 07 Administrative and clerical support
- 08 Work load
- 09 Personal career planning
- 10 Opportunity to attend professional meetings

Q8. \_\_\_\_ (39)  
\_\_\_\_ (41)  
\_\_\_\_ (43)

ENTER  
ANSWERS  
HERE

Q9. Using the list on page vii specify your current NEC by writing the last two digits of the CODE.

Q9. \_\_\_\_ (45)

Q10. Select the number to indicate your years of experience corresponding to the NEC stated in Q9: (estimate to the nearest year)

Q10. \_\_\_\_ (47)

1. Less than 1 year	4. 6 to 10 years
2. 1 to 2 years	5. 11 to 15 years
3. 3 to 5 years	6. More than 15 years

Q11. If you have other NEC(s) in addition to the one specified in Q9, check page vii and indicate the last two digits of the CODE(s). If you have none, enter "99" in answer space for Q11 and Q12.

Q11a. \_\_\_\_ (48)  
b. \_\_\_\_ (50)

Q12. Select the number to indicate the years of experience you had in the NEC(s) stated in Q11 (estimate to the nearest year).

Q12a. \_\_\_\_ (52)  
b. \_\_\_\_ (53)

1. Less than 1 year	4. 6 to 10 years
2. 1 to 2 years	5. 11 to 15 years
3. 3 to 5 years	6. More than 15 years

Q13. From the list below, write the two-digit CODE to indicate the specialty of the department in which you are currently functioning.

Q13. \_\_\_\_ (54)

CODE

01	Administration	18	Urology
02	Education	19	Intensive Care
03	Anesthesiology	20	Operating Room
04	Coronary Care	21	Emergency Room
05	Dermatology	00	Other (specify)
06	Medicine - OPD		
07	Medicine - Wards		
08	Obstetrics/Gynecology		
09	Ophthalmology		
10	Orthopedics		
11	Otolaryngology		
12	Medical Laboratory		
13	Pediatrics		
14	Psychiatry		
15	Public Health		
16	Radiology		
17	General Surgery-Wards		

ENTER  
ANSWER  
HERE

Q14. Select the number to indicate the type of duty station at which you currently work, and have been working for at least 30 days:

1. Hospital
2. Dispensary
3. Aboard ship/sub, no M.O. (or D.O.) aboard
4. Aboard ship/sub, M.O. (or D.O.) aboard
5. Aviation squadron/wing, Navy or Marine
6. Marine ground forces
7. Administrative Commands
8. Research Commands or PMUs
9. Dental Clinic
0. Other \_\_\_\_\_

Q15. Indicate the number of people you normally supervise:

0. None	3. 6-10
1. 1-2	4. 11-20
2. 3-5	5. over 20

Q14. \_\_\_\_ (56)

Q15. \_\_\_\_ (57)

MEDICAL/DENTAL NEC (NAVAL ENLISTED CODE) AND TITLE

0000 General Service, Hospital or Dental Corpsman  
3371 Health Physics & Process Control Technician  
3391 Nuclear Power Plant Operator  
8402 Nuclear Submarine Medicine Technician  
8403 Submarine Medicine Technician  
8404 Medical Field Service Technician  
8405 Advanced Hospital Corps Technician (Class B)  
8406 Aviation Medicine Technician  
8407 Nuclear Medicine Technician  
8408 Cardiopulmonary Technician  
8409 Aviation Physiology Technician  
8412 Clinical Laboratory Assistant Technician  
8413 Tissue Culture Technician  
8414 Clinical Chemistry Technician  
8415 Medical Technology Technician  
8416 Radioactive Isotope Technician  
8417 Clinical Laboratory Technician  
8432 Preventive Medicine Technician  
8433 Tissue Culture and Tissue Bank Technician  
8442 Medical Administrative Technician  
8452 X-ray Technician  
8453 Electrocardiograph/Basal Metabolism Technician  
8454 Electroencephalograph Technician  
8462 Optician (General) Technician  
8463 Optician Technician  
8466 Physical and Occupational Technician  
8472 Medical Photography Technician  
8482 Pharmacy Technician  
8483 Operating Room Technician  
8484 Eye, Ear, Nose, & Throat Technician  
8485 Neuropsychiatry Technician  
8486 Urological Technician  
8487 Occupational Therapy Technician  
8488 Orthopedic Appliance Mechanic  
8489 Orthopedic Cast Room Technician  
8492 Special Operations Technician  
8493 Medical Deep Sea Diving Technician  
8494 Physical Therapy Technician  
8495 Dermatology Technician  
8496 Embalming Technician  
8497 Medical Illustration Technician  
8498 Medical Equipment Repair Technician  
8703 DT General, Advanced  
8707 DT Field Service  
8713 DT Clinical Laboratory  
8714 DT Research Assistant  
8722 DT Administrative  
8732 DT Repair  
8752 DT Prosthetic, Basic  
8753 DT Prosthetic, Advanced  
8765 DT Maxillofacial Prosthetic

## RESPONSE BOOKLET INSTRUCTIONS

- To complete Part II, you need this TASK BOOKLET and the accompanying RESPONSE BOOKLET. Record all your answers to Part II in the RESPONSE BOOKLET.
- All pages of the RESPONSE BOOKLET are machine readable. In order for responses to be properly read, please be sure to:
  1. Use a No. 2 pencil only
  2. Carefully and completely shade the number corresponding to your answer under each column.
- Complete Page 00 of the RESPONSE BOOKLET first. Follow instructions given on the page. Fill in Line 1, and Boxes 2, 3, 4, and 5. Ignore all other boxes. BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER (WRITE DOWNWARD) IN THE BLANK SPACES IN BOX 3: then darkly shade the corresponding number on each line. An example of a completed Page 00 is shown on the next page (the handwritten notes in this example are for clarification only. Please do not make similar notes on your RESPONSE BOOKLET.)
- After completing Page 00, carefully read and follow instructions given on pages x through xiv.
- PLEASE HANDLE YOUR RESPONSE BOOKLET CAREFULLY. KEEP IT CLEAN AND AWAY FROM CHEMICALS. DO NOT DETACH, FOLD, WRINKLE OR CROSS OUT ANY PAGE.

PAGE 00

DO NOT MARK IN THESE BOXES	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	0 1 3 3 6 6 7 7 8 8	0 1 3 3 6 6 7 7 8 8	0 1 3 3 6 6 7 7 8 8	0 1 3 3 6 6 7 7 8 8
<b>RESPONSE BOOKLET</b>				
	Serial No. <b>0233</b>		0 1 3 3 6 6 7 7 8 8	0 1 3 3 6 6 7 7 8 8

*my name is*

1 NAME Mary Smith

*Ignore these boxes*

<b>INSTRUCTIONS</b>									
<ol style="list-style-type: none"> <li>1. Use No. 2 pencil <b>ONLY</b>.</li> <li>2. Indicate responses with solid black mark in space provided.</li> <li>3. Erase <b>COMPLETELY</b> all changes.</li> <li>4. Do not detach forms from packet.</li> <li>5. Answer questions 2 through 5 below.</li> <li>6. See Task Statement Booklet for further instructions for completing boxes to the right.</li> </ol>									

Today is June 4, 1972  
 June = 06  
 4 = 04  
 1972 = 72

2	MONTH	1 1	0 1 2 3 4 5 6 7 8 9
TODAY'S DATE	DAY	1 2 3	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9

3	SOCIAL SECURITY NUMBER	3 0 1 2 3 4 5 6 7 8 9
0		0 1 2 3 4 5 6 7 8 9
4		0 1 2 3 4 5 6 7 8 9
2		0 1 2 3 4 5 6 7 8 9
6		0 1 2 3 4 5 6 7 8 9
9		0 1 2 3 4 5 6 7 8 9
7		0 1 2 3 4 5 6 7 8 9
5		0 1 2 3 4 5 6 7 8 9
1		0 1 2 3 4 5 6 7 8 9

**TASK ANALYSIS BACKGROUND DATA SHEET**

SEE TASK STATEMENT BOOKLET FOR INSTRUCTIONS TO COMPLETE BOXES	6	0 1 2 3 4 5 6 7 8 9	13 0 1
	7	0 1 2 3 4 5 6 7 8 9	14 0 1
		0 1 2 3 4 5 6 7 8 9	15 0 1
		0 1 2 3 4 5 6 7 8 9	16 0 1
	8	0 1 2 3 4 5 6 7 8 9	17 0 1
		0 1 2 3 4 5 6 7 8 9	18 0 1
		0 1 2 3 4 5 6 7 8 9	19 0 1
		0 1 2 3 4 5 6 7 8 9	20 0 1
	9	0 1 2 3 4 5 6 7 8 9	21 0 1
		0 1 2 3 4 5 6 7 8 9	22 0 1
		0 1 2 3 4 5 6 7 8 9	23 0 1
		0 1 2 3 4 5 6 7 8 9	24 0 1
	10	0 1 2 3 4 5 6 7 8 9	25 0 1
		0 1 2 3 4 5 6 7 8 9	26 0 1
		0 1 2 3 4 5 6 7 8 9	27 0 1
		0 1 2 3 4 5 6 7 8 9	28 0 1
	11	0 1 2 3 4 5 6 7 8 9	29 0 1
		0 1 2 3 4 5 6 7 8 9	30 0 1
		0 1 2 3 4 5 6 7 8 9	31 0 1
	12	0 1 2 3 4 5 6 7 8 9	32 0 1
		0 1 2 3 4 5 6 7 8 9	33 0 1
		0 1 2 3 4 5 6 7 8 9	34 0 1

SEE COVER OF YOUR TASK BOOKLET Form Nao, Ser. No. 0233

4	FORM	5 6 7 8 9 0 1 2 3 4	5 6 7 8 9 0 1 2 3 4
BOOKLET	SERIAL NO.	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9

My birthday is May 10, 1940  
 May = 05 1940 = 40

5	MONTH	1 1	0 1 2 3 4 5 6 7 8 9
DATE OF BIRTH	DAY	1 2 3 4	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9

*Ignore these boxes*

## PART II

PART II A LIST OF TASKS

PART II B LIST OF INSTRUMENTS AND EQUIPMENT

### HOW TO RESPOND TO TASK STATEMENTS AND INSTRUMENTS

Your responses to each statement should be marked on the corresponding page, column and item number in your RESPONSE BOOKLET.

Note that each page in your RESPONSE BOOKLET has two response blocks. The left-hand block (items 1-25) is for entering responses to statements printed on LEFT pages of this TASK BOOKLET; the right-hand block (items 26-50) is for the responses to statements printed on RIGHT pages. Make sure that your answers are recorded in the appropriate block on every page.  
DO NOT MAKE ANY MARKS OTHER THAN YOUR ANSWERS!

Each time you start a new page in your RESPONSE BOOKLET, check the page on your TASK BOOKLET. See that the numbers match; then mark the page number in "Box X" in the response page (see instructions at the top of response page.) This is necessary for computer processing.

Tear the Response Guide (p. xiii) at the perforation, and use the correct side to respond to each task or instrument found on the following white pages. Note the following detailed explanation of responses.

Column A - (the responses to Column A differ for Part II A and Part II B, be sure to use the appropriate set of responses.)

Part II A

How often did you do this task within the last month?  
(If you were on leave, consider your immediate past working month.)

0 = Did not do

1 = Did less than 5 times

2 = Did 5 to 20 times

3 = Did 21 to 50 times

4 = Did 51 to 100 times

5 = Did more than 100 times

Part II B

How often did you use this instrument or piece of equipment within the last month? (If you were on leave, consider your immediate past working month.)

0 = Did not use

1 = Used less than 5 times

2 = Used 5-20 times

3 = Used 21-50 times

4 = Used 51-100 times

5 = Used more than 100 times

If answer in Column A is 0, go to the next statement. If answer is 1, 2, 3, 4 or 5, answer also Columns B, C & D.

Column B

Indicate the approximate time you spent on a single performance the last time you performed this task.

0 = less than one minute

1 = 1 to 4 minutes

2 = 5 to 10 minutes

3 = 11 to 20 minutes

4 = 21 to 30 minutes

5 = 31 to 60 minutes

6 = 1 to 2 hours

7 = more than 2 hours

Column C

Do you feel you need additional training to perform this task?

0 = No

1 = Yes

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIIB - LIST OF INSTRUMENTS AND EQUIPMENT

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (last time used)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT USE LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=USED LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=USED 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=USED 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=USED 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=USED MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIA - LIST OF TASKS

xiii

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (single performance the last time performed)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTIONAL instructions (Additional instructions will be given if this column is used)
0=DID NOT DO LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=DID LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=DID 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=DID 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=DID 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=DID MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

**Part II A**  
**LIST OF TASKS**

## LEFT PAGE 01 FIELD MEDICINE TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 01 OF RESPONSE BOOKLET
1	RECEIVE PATIENTS ON ARRIVAL, I.E. INTRODUCE SELF, OBTAIN PATIENT'S NAME
2	ORIENT PATIENT/FAMILY TO FACILITY, E.G. ROUTINES, REGULATIONS, PHYSICAL LAYOUT, PERSONNEL
3	VERIFY IDENTIFICATION OF PATIENT, E.G. FOR TREATMENT, MEDICATIONS, EXAMINATION
4	REMOVE/SECURE/RETURN PATIENTS PERSONAL EFFECTS
5	ASSIST PATIENT TO STAND/WALK/DANGLE
6	ASSIST PATIENTS IN/OUT OF BED, EXAM OR C.P. TABLES
7	PREPARE SKIN SITE WITH ANTISEPTIC SOLUTION PRIOR TO INCISION/ SUTURING/TREATMENT OR EXAMINATION
8	SHAVE AND SCRUB PATIENT FOR SURGERY OR DELIVERY OR TREATMENT OR EXAMINATION
9	POSITION/HOLD PATIENT FOR EXAMINATION, TREATMENT, SURGERY
10	DRAPE/GOWN PATIENT FOR EXAMINATION/TREATMENT
11	CLEAN AND CLOTHE PATIENTS AFTER SURGERY/TREATMENT/EXAMINATION
12	ASSIST PATIENT IN PUTTING ON CLOTHES
13	RESTRAIN PATIENTS, E.G. LINEN-LEATHER STRAPS, POSIE BELT, BLANKET WRAPS
14	RESTRAIN/CONTROL PATIENT PHYSICALLY, E.G. ARM HOLD
15	RESTRAIN/CONTROL PATIENT VERBALLY
16	ADMINISTER BAPTISM
17	PREPARE OR STOP FIGHTS
18	EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING SYMPTOMS/DISEASE/ TREATMENT
19	EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING EXAMINATION/TEST/ TREATMENT PROCEDURES
20	EXPLAIN/ANSWER QUESTIONS ABOUT TREATMENT PROCEDURE VIA TELEPHONE
21	EXPLAIN PHYSIOLOGICAL BASIS FOR THERAPY/TREATMENT TO PATIENT/ FAMILY
22	INFORM PATIENT OF PROCEDURES REQUIRED PRIOR TO/DURING EXAMINATION/TEST/TREATMENT
23	EXPLAIN/ANSWER QUESTIONS ABOUT DOCTOR'S INSTRUCTIONS TO PATIENT/ FAMILY
24	EXPLAIN MINOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
25	REASSURE/CALM APPREHENSIVE (ANXIOUS) PATIENT

GO TO RIGHT HAND PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 01  
| OF RESPONSE BOOKLET

26 | INFORM PATIENT OF PROGRESS OF THERAPY

27 | ENCOURAGE PATIENT INDEPENDENCE AND/INVOLVEMENT IN SELF CARE

28 | INFORM PATIENT/FAMILY OF MILITARY SERVICES, E.G. NAVY RELIEF,  
| VETERANS BENEFITS

29 | INSTRUCT PATIENT ON CARE AND USE OF CONTACT LENSES

30 | EXPLAIN PREVENTIVE/CORRECTIVE MEASURES FOR DERMATITIS

31 | INSTRUCT PATIENT IN PREVENTIVE CARE OF FINGER AND TOENAIL  
| ABNORMALITIES

32 | TEACH BREATHING EXERCISES

33 | TEACH PATIENT SWING TO OR SWING THROUGH GAIT

34 | TEACH PATIENT TWO POINT CRUTCH GAIT

35 | TEACH PATIENT TO USE CANES

36 | TEACH PATIENT/FAMILY NURSING CARE PROCEDURES, E.G. DRESSING  
| CHANGE, CAST CARE

37 | OBTAIN PRELIMINARY MEDICAL HISTORY, I.E. PAST/PRESENT  
| COMPLAINTS, ALLERGIES, MEDICATIONS

38 | OBTAIN PATIENT'S SOCIAL AND FAMILY HISTORY

39 | OBSERVE/RECORD PATIENT'S PHYSICAL/EMOTIONAL RESPONSE TO  
| TREATMENT/DIAGNOSTIC PROCEDURES

40 | OBSERVE/REPORT SYMPTOMS OF SIDE EFFECTS TO TREATMENT/MEDICATION

41 | ASSESS PATIENT'S RESPONSE TO MEDICATION THERAPY

42 | EVALUATE PATIENT'S COMPLAINTS OR SYMPTOMS OF PAIN

43 | PRESCRIBE SYMPTOMATIC TREATMENT FOR HEADACHE

44 | CHECK PATIENT'S TEMPERATURE

45 | CHECK/COUNT RESPIRATIONS

46 | CHECK RADIAL (WRIST) PULSE

47 | DETERMINE APICAL PULSE RATE/RHYTHM WITH STETHESCOPE

48 | CHECK FEMORAL PULSE FOR PRESENCE AND QUALITY

49 | CHECK PEDAL PULSE FOR PRESENCE AND QUALITY

50 | TAKE BLOOD PRESSURE

## LEFT PAGE 02 FIELD MEDICINE TASK BOOKLET

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 02  
| OF RESPONSE BOOKLET

- 1 | COLLECT BLOOD BY VENIPUNCTURE
- 2 | COLLECT CAPILLARY BLOOD SAMPLE, I.E. FROM FINGER TIP, TOE OR EAR LOBE
- 3 | PREPARE, LABEL AND SEND CULTURE SPECIMENS TO LABORATORY
- 4 | TAKE PUS SPECIMEN FROM PATIENT
- 5 | TAKE NASAL/EAR/THROAT SPECIMEN BY STERILE SWAB
- 6 | CHECK URINE PROTEIN BY DIP STIK
- 7 | CHECK URINE SUGAR BY DIP STIK/CLINITEST
- 8 | CHECK URINE PH BY PAPER STRIP/DIP STIK
- 9 | CHECK URINE FOR PHENYLPYRUVIC ACID BY DIP STIK (PKU)
- 10 | MEASURE BLOOD GLUCOSE LEVEL BY DEXTROSTIK
- 11 | FIT CRUTCHES
- 12 | FIT CANES
- 13 | GIVE CARE/INSTRUCTION TO PATIENT WHO CANNOT SPEAK OR UNDERSTAND ENGLISH
- 14 | GIVE CARE TO PATIENT WITH HEARING/SPEECH/SIGHT LOSS
- 15 | GIVE ICE PACK TREATMENT
- 16 | APPLY WET COMPRESSES/SNAKS/PACKS
- 17 | CLEAN WOUND, CUT, ABRASION
- 18 | REMOVE SUPERFICIAL FOREIGN BODY FROM TISSUE
- 19 | DEBRIDE WOUND/BURN
- 20 | IRRIGATE WOUND
- 21 | PACK INCISION/WOUND/CAVITY
- 22 | GLOVE FOR STERILE PROCEDURE
- 23 | MAKE INCISION FOR MINOR SURGERY
- 24 | SUTURE SKIN
- 25 | SUTURE SUBCUTANEOUS TISSUE

GO TO RIGHT HAND PAGE

EIGHT PAGE 02 FIELD MEDICINE TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 02

| OF RESPONSE BOOKLET

- | 26 | SUTURE MUCOSAL TISSUE
- | 27 | SUTURE FASCIA
- | 28 | SUTURE MUSCLE
- | 29 | SUTURE NERVE
- | 30 | SUTURE FACIAL LACERATIONS
- | 31 | INCISE AND DRAIN SUPERFICIAL ABSCESS
- | 32 | INSERT DRAIN/WOUND CATHETER, E. G. PENROSE, RUBBER BAND
- | 33 | EXCISE SEBACEOUS CYST/LIPOMA
- | 34 | EXCISE POLYP
- | 35 | CUT TISSUE AS DIRECTED BY SURGEON
- | 36 | TIE SUTURES/LIGATURES FOR HEMOSTASIS
- | 37 | CUT SUTURES AT SURGICAL SITE
- | 38 | POSITION/HOLD RETRACTORS TO MAINTAIN OPEN INCISION
- | 39 | PASS STERILE MATERIALS, EQUIPMENT, MEDICATION, TO PERSONNEL  
| PERFORMING STERILE PROCEDURE
- | 40 | REMOVE FLUID FROM SURGICAL SITE WITH SPONGES OR SUCTION
- | 41 | REMOVE/SHORTEN DRAIN
- | 42 | PERFORM SECONDARY CLOSURE OF WOUND, E.G. DEBRIDE, INSERT DRAIN,
- | 43 | REMOVE SUTURES
- | 44 | APPLY/CHANGE STERILE DRESSINGS
- | 45 | APPLY/CHANGE BATTLE DRESSINGS
- | 46 | APPLY/CHANGE HEAD/NECK DRESSINGS
- | 47 | APPLY/CHANGE OCCLUSIVE DRESSING
- | 48 | APPLY/CHANGE ABDOMINAL DRESSINGS
- | 49 | APPLY/CHANGE BANDAGES, E.G. ROLLER, TRIANGULAR, KURLEX
- | 50 | REINFORCE DRESSINGS, I.E. ADD DRESSINGS

TURN PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 03  
| OF RESPONSE BOOKLET

1 CHECK DRESSINGS, E.G. FOR CLEANLINESS

2 CHECK/EXAMINE INCISIONS/WOUNDS FOR PROGRESS OF HEALING

3 OBSERVE FOR/REPORT SYMPTOMS OF CELLULITIS

4 OBSERVE FOR/REPORT SYMPTOMS OF WOUND INFECTION

5 OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF DRAINAGE FROM INCISIONS/WOUNDS

6 PRESCRIBE TREATMENT FOR WOUND INFECTION

7 DISINFECT INSTRUMENTS/MATERIALS/EQUIPMENT

8 ARRANGE FURNITURE/SET UP EQUIPMENT/SUPPLIES FOR PROCEDURE, E.G. EXAM, TREATMENT

9 PREPARE/PRESERVE CORPSE/BODY PARTS FOR SHIPMENT

10 DO FINGERPRINTING OF HUMAN REMAINS

11 SCREEN PATIENT ON ARRIVAL TO DETERMINE WHICH STAFF MEMBER PATIENT SHOULD SEE

12 SCREEN PATIENT VIA TELEPHONE TO DETERMINE NEED FOR MEDICAL ATTENTION

13 DETERMINE IF PERSONNEL AT SICK CALL ARE FIT FOR DUTY

14 DETERMINE WHETHER PERSONNEL ARE PHYSICALLY/PSYCHOLOGICALLY FIT FOR COMBAT

15 TALK WITH PATIENT TO ASCERTAIN NEEDS/PROBLEMS

16 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF CHEST PAIN

17 ELICIT INFORMATION TO ASCERTAIN PATIENT'S UNDERSTANDING/ACCEPTANCE OF ILLNESS/TREATMENT

18 DETERMINE NEED TO NOTIFY DOCTOR/NURSE OF PATIENT'S CONDITION

19 REFER PATIENT TO DOCTOR FOR TREATMENT

20 INFORM DOCTOR/NURSE OF PATIENT'S CONDITION, E.G. DESCRIPTION OF INJURY, SYMPTOMS, RESPONSE

21 CONSULT DOCTOR OR NURSE TO OBTAIN INFORMATION/ADVICE ON PATIENT CARE

22 REVIEW DOCTOR'S ORDERS AND INSTRUCTIONS WITH DOCTOR

23 GIVE/RECEIVE VERBAL REPORTS ABOUT PATIENT

24 CARRY OUT DOCTOR'S VERBAL ORDERS

25 REVIEW PAST AND PRESENT MEDICAL/DENTAL HISTORY TO PLAN CARE

RIGHT PAGE 03 FIELD MEDICINE TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 03 OF RESPONSE BOOKLET
26	RECOMMEND PSYCHOLOGICAL APPROACH TO USE WITH PATIENT
27	EVALUATE PATIENT'S SOCIO-CULTURAL BACKGROUND FOR INFLUENCES ON HEALTH CARE
28	EVALUATE PATIENT'S PROGRESS/RESPONSE TO THERAPEUTIC REGIME
29	MAKE SUGGESTION REGARDING NEED FOR DIAGNOSTIC TESTS
30	MAKE SUGGESTION REGARDING PATIENT CARE, E.G. NEED OF MEDICATION, TREATMENT
31	ASK PATIENT/CHECK CHART FOR CONTRAINDICATION FOR TREATMENT, PROCEDURE, TEST
32	INITIATE TREATMENT PROCEDURES IN THE ABSENCE OF A DOCTOR
33	DETERMINE NEED AND INITIATE TRANSFER OF PATIENT TO A MEDICAL CARE FACILITY
34	MODIFY/CHANGE PATIENT TREATMENT PLAN
35	MODIFY PATIENT CARE ACCORDING TO PATIENT'S RESPONSE/NEED, E.G. PHYSICAL ACTIVITY
36	DETERMINE NEED FOR EMERGENCY EQUIPMENT/MEDICATION FOR POSSIBLE PATIENT USE
37	RECOMMEND NEED FOR SPECIALTY CONSULT/REFERRAL
38	INITIATE CONSULT/REFERRAL IN ABSENCE OF DOCTOR
39	CONFER WITH CHAPLAIN TO DISCUSS PATIENT/FAMILY NEEDS/PROBLEMS
40	CONFER WITH NON-MEDICAL PERSONNEL ABOUT PATIENT TREATMENT/ PROGRESS, E.G. WORK SUPERVISOR
41	CONFER WITH PATIENT/FAMILY TO PLAN PATIENT CARE
42	MAKE ENTRIES ON NAVMED 6150/3 (SICK CALL TREATMENT RECORD)
43	MAKE ENTRIES ON STD FORM 600 (CHRONOLOGICAL RECORD OF MEDICAL CARE)
44	MAKE ENTRIES OF PRELIMINARY PHYSICAL EXAMINATION FINDINGS ON STD 88
45	RECORD ADMINISTRATION OF MEDICATION ON PATIENT HEALTH RECORD
46	WRITE ORDERS IN PATIENT'S CHART FOR DOCTOR'S COUNTERSIGNATURE
47	ADMINISTER ORAL MEDICATION
48	ADMINISTER SUBLINGUAL/BUCCAL MEDICATION
49	ADMINISTER MEDICATION TO EYE/EAR/NOSE
50	APPLY TOPICAL SKIN/LIP MEDICATION, E.G. OINTMENT, POWDER

TURN PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 04  
| OF RESPONSE BOOKLET

- 1 | APPLY TOPICAL MEDICATION TO MUCOSAL TISSUE, E.G. ORAL, EYE,  
| STOMA
- 2 | ADMINISTER INTRADERMAL INJECTION
- 3 | ADMINISTER MEDICATION BY SUBCUTANEOUS INJECTION
- 4 | ADMINISTER MEDICATION BY INTRAMUSCULAR INJECTION
- 5 | ADMINISTER INNOCULATIONS AND VACCINATIONS
- 6 | DETERMINE SEQUENCE OF ADMINISTRATION OF MULTIPLE IMMUNIZATIONS
- 7 | INSTRUCT PATIENT/FAMILY ON POST IMMUNIZATION CARE AND SCHEDULE
- 8 | INSTILL MEDICATION INTO TUBE, MACHINE, E.G. TRACH TUBE,  
| CATHETERS, I.P.P.B. MACHINE
- 9 | INSERT RECTAL SUPPOSITORY OR MEDICATION
- 10 | ADMINISTER TREATMENT/MEDICATION TO COMBATIVE/UNCOOPERATIVE  
| PATIENT
- 11 | ADMINISTER CONTROLLED DRUGS
- 12 | ADMINISTER NARCOTICS
- 13 | APPLY TOPICAL ANESTHESIA
- 14 | ADMINISTER TISSUE INFILTRATION/LOCAL ANESTHESIA
- 15 | ADMINISTER I.V. SODIUM PENTOTHAL ANESTHESIA
- 16 | PRESCRIBE LOZENGES, THROAT GARGLES, EXPECTORANTS
- 17 | PRESCRIBE CORTICOSTEROID OINTMENTS
- 18 | PRESCRIBE ANTIEMETICS
- 19 | PRESCRIBE ANTIBIOTICS
- 20 | PRESCRIBE ANALGESICS
- 21 | PRESCRIBE ANESTHETIC AGENTS
- 22 | PRESCRIBE NARCOTICS
- 23 | PRESCRIBE VACCINES, TOXINS, ANTITOXINS
- 24 | PRESCRIBE VITAMINS
- 25 | PRESCRIBE ANTHELMINTICS, E.G. ANTEPAR

## EIGHT PAGE 04 FIELD MEDICINE TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN EIGHT SIDE OF PAGE 04 OF RESPONSE BOOKLET
26	PREScribe PEDICULICIDES/SCABICIDES, E.G. KWELL
27	PREScribe TYPE AND AMOUNT OF INTRAVENOUS FLUID THERAPY
28	START I.V. THERAPY VIA NEEDLE/SCALP VEIN/BUTTERFLY
29	START I.V. THERAPY VIA MEDICUT (ANGICCATH, JELCO)
30	ADMINISTER MEDICATION BY INJECTION INTO IV TUBING
31	ADMINISTER I.V. MEDICATION VIA SOLUSET, PIGGY BACK, OR I.V. BOTTLE
32	ADMINISTER I.V. MEDICATION DIRECTLY INTO VEIN
33	ADMINISTER BLOOD EXPANDER OTHER THAN BLOOD, E.G. PLASMA, ALBUMIN
34	CHECK I.V. SITE FOR INFILTRATION, PHLEBITIS, CELLULITIS
35	CALCULATE RATE OF I.V. FLOW, E.G. DROPS PER MINUTE
36	REGULATE I.V. FLOW/Drip ACCORDING TO CHANGES IN VITAL SIGNS, MONITOR READINGS, URINARY OUTPUT
37	ADD/CHANGE I.V. BOTTLE DURING CONTINUOUS INFUSION
38	IRRIGATE I.V. TUBING
39	DISCONTINUE I.V. THERAPY
40	EXPLAIN/ANSWER PATIENT/FAMILY QUESTIONS ABOUT MEDICATIONS, E.G. PURPOSE, DOSE, SCHEDULE
41	TEACH PATIENT/FAMILY SIDE EFFECTS OF MEDICATION, E.G. DROWSINESS, URINE DISCOLORATION
42	INFORM PATIENT/FAMILY OF SYMPTOMS OF INTOLERANCE/OVERDOSE TO MEDICATION, E.G. BLEEDING GUMS, COMA
43	TEACH PATIENT MEDICATION STORAGE REQUIREMENTS, E.G. REFRIGERATION, EXPIRATION DATE
44	TEACH PATIENT SELF-ADMINISTRATION OF MEDICATIONS (OTHER THAN INJECTIONS)
45	TEACH PATIENT/FAMILY ADMINISTRATION OF INJECTIONS
46	ANSWER PATIENT INQUIRIES REGARDING NONPRESCRIPTION DRUGS
47	SORT/CATEGORIZE CASUALTIES
48	CLASSIFY PATIENT FOR AIR EVACUATION
49	DETERMINE PRIORITIES FOR TREATMENT OF PATIENTS
50	DETERMINE PRIORITIES FOR EVACUATION OF PATIENTS

TURN PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 05  
| OF RESPONSE BOOKLET

- 1 ASSIST PATIENTS DURING EVACUATION PROCEDURES
- 2 DETERMINE IF PATIENT IS TRANSPORTABLE
- 3 DETERMINE METHOD OF MOVING/TRANSPORTING PATIENT
- 4 MOVE CASUALTY USING DRAGS/CARRIERS
- 5 LOAD/UNLOAD PATIENTS FROM STRETCHERS (GURNEY)
- 6 DETERMINE WHEN TO CALL MEDEVAC FOR FIELD EVACUATION
- 7 DETERMINE WHEN TO RESCUE CASUALTY IN COMBAT AREA
- 8 DETERMINE METHOD OF EVACUATING PATIENT, E.G. AMBULANCE,  
HELIICOPTER
- 9 CONFER WITH GROUND/AIRCRAFT PERSONNEL TO DETERMINE NUMBER AND  
TYPE OF CASUALTIES TO BE EVACUATED
- 10 DETERMINE TREATMENT CENTER FOR CASUALTY
- 11 DETERMINE ORDER OF EMBARKATION OF PATIENTS ONTO HELICOPTER
- 12 CONSTRUCT EMERGENCY FIELD EVACUATION DEVICES
- 13 FILL OUT/COMPLETE U.S. FIELD MEDICAL CARD (DD FORM-1380)
- 14 FILL OUT/COMPLETE CASUALTY CARD (NAVMC 10453-PO)
- 15 IDENTIFY/MARK CASUALTY WHO HAS RECEIVED TREATMENT, E.G. MARK  
WITH T.M.
- 16 REASSURE/SUPPORT PATIENT FOLLOWING TRAUMATIC INJURY, E.G. LOSS  
OF VISION, LIMB
- 17 COMFORT THE DYING PATIENT OR HIS FAMILY
- 18 LISTEN TO PATIENT/FAMILY EXPRESS FEELINGS ON DEATH
- 19 COORDINATE MEDICAL EVACUATIONS
- 20 COORDINATE WITH HOSPITAL ON ADMISSION OF PATIENTS
- 21 SUPERVISE PATIENT EVACUATION, E.G. ENSURE PATIENT IS MEDICALLY  
SECURED FOR TRANSPORT
- 22 EVACUATE CASUALTIES
- 23 COORDINATE AMBULANCE REQUESTS
- 24 LOAD/UNLOAD PATIENT FROM AMBULANCE
- 25 ACCOMPANY AMBULANCE ON CALLS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE OF OF RESPONSE BOOKLET
26	LOAD/UNLOAD PATIENT FROM HELICOPTER
27	LOAD/UNLOAD PATIENT FROM HELICOPTER/SHIP LIFTS
28	DETERMINE PLACEMENT OF PATIENT IN HELICOPTER
29	SECURE LITTER IN HELICOPTER/AIRPLANE
30	EXPLAIN AIRCRAFT EVACUATION SAFETY PRECAUTIONS/ROUTINE FLIGHT INFORMATION
31	GIVE TRANSFER REPORT TO WARD OR RECEIVING UNIT ON PATIENT'S CONDITION, TREATMENT AND CARE PLAN
32	CHECK PATIENT'S AIRWAY FOR PATENCY/OBSTRUCTION
33	OBSERVE FOR/REPORT SYMPTOMS OF ASPIRATION
34	OBSERVE PATIENT FOR/REPORT AND DESCRIBE ABNORMAL RESPIRATIONS
35	GIVE EMERGENCY TREATMENT/FIRST AID FOR RESPIRATORY IMPAIRMENT
36	GIVE EMERGENCY TREATMENT/FIRST AID FOR SMOKE INHALATION
37	POSITION PATIENT WHO HAS DIFFICULTY BREATHING
38	INSERT AIRWAY
39	SUCTION NASAL/ORAL PASSAGE
40	RESUSCITATE PATIENT USING ARM LIFT OR HAND-BACK TECHNIQUE
41	RESUSCITATE PATIENT USING MOUTH TO MOUTH TECHNIQUE
42	RESUSCITATE PATIENT USING AMBU BAG
43	RESUSCITATE PATIENT USING RESPIRATOR
44	GIVE OXYGEN THERAPY, I.E. CANNULA, CATHETER/MASK
45	TREAT PATIENT/PERSONNEL WHO HYPERVENTILATE, E.G. GIVE BREATHING INSTRUCTIONS, CARBON DIOXIDE
46	INSERT NEEDLE INTO TRACHEA TO MAINTAIN AIRWAY
47	PERFORM CRICOHYROTOMY
48	INTUBATE PATIENT'S TRACHEA/LARYNX
49	PERFORM TRACHEOTOMY/TRACHEOSTOMY
50	GIVE EMERGENCY TREATMENT/FIRST AID FOR HEMO/PNEUMOTHORAX

## LEFT PAGE 06 FIELD MEDICINE TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 06  
| OF RESPONSE BOOKLET

- 1 DRESS/PACK SUCKING CHEST WOUND
- 2 MAKE STAB WOUND/INSERT CHEST TUBE
- 3 IRRIGATE CHEST TUBE
- 4 GIVE EXTERNAL CARDIAC MASSAGE
- 5 ROTATE TOUNIQUETS
- 6 GIVE EMERGENCY TREATMENT/FIRST AID FOR INTERNAL INJURIES
- 7 MOVE/POSITION PATIENT WITH SUSPECTED INTERNAL INJURIES
- 8 OBSERVE FOR/REPORT SYMPTOMS OF HYPOTENSION/HYPERTENSION
- 9 EXAMINE FOR SYMPTOMS OF INTERNAL HEMORRHAGE
- 10 GIVE EMERGENCY TREATMENT/FIRST AID FOR LACERATION
- 11 GIVE EMERGENCY TREATMENT/FIRST AID FOR INTERNAL HEMORRHAGE
- 12 GIVE EMERGENCY TREATMENT/FIRST AID FOR EXTERNAL HEMORRHAGE
- 13 GIVE EMERGENCY TREATMENT/FIRST AID FOR ABDOMINAL EVISCERATION
- 14 GIVE EMERGENCY TREATMENT/FIRST AID FOR SHOCK
- 15 CONTROL MINOR BLEEDING, E.G. AFTER EXTRACTION OR INCISION
- 16 CONTROL BLEEDING BY APPLYING DIGITAL PRESSURE ON BLOOD VESSEL
- 17 CONTROL BLEEDING BY PRESSURE DRESSING
- 18 CONTROL BLEEDING BY APPLYING TOUNIQUETS
- 19 CAUTERIZE BLEEDERS WITH CHEMICAL, E.G. SILVER NITRATE STICK, POWDER
- 20 CLAMP BLOOD VESSELS
- 21 ESTIMATE/RECORD BLOOD LOSS FOLLOWING HEMORRHAGE
- 22 INSERT ANTERIOR NASAL PACKING
- 23 POSITION PATIENT WHO HAS SYMPTOMS OF SHOCK
- 24 OBSERVE FOR/REPORT SYMPTOMS/SIGNS OF SKELETAL DISLOCATION
- 25 PALPATE JOINTS FOR SWELLING, DEFORMITY, PAIN

GO TO RIGHT HAND PAGE

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 06  
| OR RESPONSE BOOKLET

26 | EXAMINE FOR SIGNS OF SPRAINS

27 | GIVE EMERGENCY TREATMENT/FIRST AID FOR SPRAIN/STRAIN/TORN  
| LIGAMENT

28 | TAPE ANKLE, WRIST, KNEE, CHEST FOR IMMOBILIZATION

29 | APPLY/REMOVE SLING, E.G. ARM, LEG

30 | EXAMINE FOR SYMPTOMS OF FRACTURES

31 | GIVE EMERGENCY TREATMENT/FIRST AID FOR FRACTURES

32 | MOVE/POSITION PATIENT WITH SUSPECTED FRACTURES OF EXTREMITIES

33 | POSITION EXTREMITIES TO REDUCE SWELLING OR BLEEDING

34 | APPLY/REMOVE SPLINT

35 | FABRICATE FRACTURE SPLINT

36 | MANUALLY APPLY TRACTION TO EXTREMITY DURING CLOSED REDUCTION

37 | SET FRACTURE, I.E. CLOSED REDUCTION

38 | GIVE EMERGENCY TREATMENT/FIRST AID FOR TRAUMATIC AMPUTATION

39 | PERFORM AMPUTATION

40 | APPLY/CHANGE DRESSINGS TO OPEN AMPUTATED STUMP

41 | OBSERVE/DESCRIBE OR REPORT CHARACTERISTICS OF CONVULSIONS/  
| SEIZURES

42 | GIVE EMERGENCY TREATMENT/FIRST AID FOR CONVULSION

43 | GIVE EMERGENCY TREATMENT/FIRST AID FOR SYNCOPE (FAINTING)

44 | PROTECT PATIENT FROM INJURY DURING CONVULSION

45 | EXAMINE FOR EVIDENCE OF SPINAL CORD INJURIES

46 | GIVE EMERGENCY TREATMENT/FIRST AID FOR HEAD INJURY

47 | GIVE EMERGENCY TREATMENT/FIRST AID FOR SPINAL CORD INJURY

48 | MOVE/POSITION COMATOSE/ANESTHETIZED PATIENT

49 | MOVE/POSITION PATIENT WITH HEAD INJURIES

50 | MOVE/POSITION PATIENT WITH SUSPECTED SPINAL FRACTURES OR CORD  
| INJURIES

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 07  
| OF RESPONSE BOOKLET

- 1 EXAMINE FOR ENTRY AND EXIT AREA OF SHRAPNEL OR BULLETS
- 2 GIVE EMERGENCY TREATMENT/FIRST AID FOR GUNSHOT WOUND
- 3 GIVE EMERGENCY TREATMENT/FIRST AID FOR BLAST INJURY
- 4 EXAMINE AND DESCRIBE BURNS, I. E. SOURCE, AREA, DEGREE
- 5 GIVE EMERGENCY TREATMENT/FIRST AID FOR EXPOSURE TO CHEMICAL WARFARE AGENT
- 6 GIVE EMERGENCY TREATMENT/FIRST AID FOR THERMAL BURN
- 7 GIVE EMERGENCY TREATMENT/FIRST AID FOR ELECTRICAL BURN
- 8 GIVE EMERGENCY TREATMENT/FIRST AID FOR CHEMICAL BURN
- 9 GIVE EMERGENCY TREATMENT/FIRST AID FOR SNAKE BITE
- 10 IDENTIFY SPECIES OF SNAKE BY BITE IMPRESSION AND SYSTEMIC REACTION
- 11 GIVE EMERGENCY TREATMENT/FIRST AID FOR INSECT BITE
- 12 IDENTIFY SPECIES OF SNAKE SUSPECTED OF INFILTING BITE
- 13 GIVE EMERGENCY TREATMENT/FIRST AID FOR FISH BITE/STING
- 14 GIVE EMERGENCY TREATMENT/FIRST AID FOR ANIMAL BITE
- 15 CHECK PATIENT FOR SWEATING/DIAPHORESIS
- 16 OBSERVE PATIENT FOR SIGNS OF CHILLING
- 17 OBSERVE FOR/REPORT SYMPTOMS OF DEHYDRATION
- 18 GIVE EMERGENCY TREATMENT/FIRST AID FOR HEAT EXHAUSTION
- 19 GIVE EMERGENCY TREATMENT/FIRST AID FOR HEAT STROKE
- 20 PRESCRIBE SYMPTOMATIC TREATMENT FOR HEAT CRAMPS
- 21 FORCE FLUID INTAKE
- 22 GIVE SPONGE BATH TO REDUCE FEVER
- 23 GIVE EMERGENCY TREATMENT/FIRST AID FOR SEVERE DRUG REACTION
- 24 GIVE EMERGENCY TREATMENT/FIRST AID FOR ANAPHYLACTIC REACTION
- 25 OBSERVE FOR/REPORT SYMPTOMS OF DRUG/CHEMICAL INGESTION  
(POISONING)

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN EIGHT SIDE OF PAGE 07 OF RESPONSE BOOKLET
26	GIVE EMERGENCY TREATMENT/FIRST AID FOR DRUG/CHEMICAL INGESTION/POISONING
27	GIVE EMERGENCY TREATMENT/FIRST AID FOR FOOD POISONING
28	LAVAGE STOMACH, I.E. IRRIGATE UNTIL CLEAR
29	GIVE EMERGENCY TREATMENT/FIRST AID FOR CORNEAL ABRASION
30	OBSERVE FOR/REPORT TENDENCIES TOWARD SUICIDAL BEHAVIOR
31	IDENTIFY/DESCRIBE MANIFESTATIONS OF LOSS OF CONTACT WITH REALITY, E.G. HALLUCINATIONS, DELUSIONS
32	GIVE EMERGENCY TREATMENT/FIRST AID FOR PSYCHIATRIC CRISIS/EPSODE
33	GIVE EMERGENCY TREATMENT/FIRST AID FOR BATTLE/COMBAT FATIGUE
34	OBSERVE FOR/REPORT SYMPTOMS OF DIVERS BENDS
35	GIVE EMERGENCY TREATMENT/FIRST AID FOR DIVER'S BENDS
36	CHECK TEMPERATURE OF SKIN
37	CHECK COLOR OF SKIN, E.G. CYANOSIS, BLANCHING, JAUNDICE, MOTTLING
38	CHECK TEXTURE OF SKIN, E.G. DRY, OILY, SCALY
39	CHECK FOR EDEMA (SWELLING) OF EXTREMITIES, EYES
40	CHECK DEGREE OF PITTING EDEMA, I.E. 1ST-4TH DEGREE
41	CHECK SKIN FOR AIR IN TISSUE (CREPITUS)
42	CHECK SKIN FOR ABNORMAL CONDITIONS, F.G. PRESSURE SORES, BRUISES, NEEDLE MARKS
43	EXAMINE AND DESCRIBE CHARACTERISTICS OF HIVES, RASHES
44	EXAMINE FOR PRESENCE OF/OR CONTACT WITH LICE, FLEAS, TICKS, LEACHES
45	EXAMINE FOR SYMPTOMS OF ATOPIC DERMATITIS
46	EXAMINE FOR SYMPTOMS OF CONTACT DERMATITIS
47	MAKE PRELIMINARY DIAGNOSIS OF IMPETIGO
48	PREScribe TREATMENT FOR IMPETIGO
49	PREScribe SYMPTOMATIC TREATMENT FOR SKIN RASHES
50	PREScribe TREATMENT FOR IMMERSION INJURY, E.G. JUNGLE ROT

LEFT PAGE OF FIELD MEDICINE TASK BOOKLET	
TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE OF OR RESPONSE BOOKLET
1	PREScribe TREATMENT FOR FURUNCLES/CARRUNCLES
2	MAKE PRELIMINARY DIAGNOSIS OF TOXIC DERMATOSIS
3	PREScribe TREATMENT FOR TOXIC DERMATOSIS
4	MAKE PRELIMINARY DIAGNOSIS OF FUNGAL SKIN INFECTION
5	PREScribe TREATMENT FOR FUNGAL SKIN INFECTION
6	TRIM CORNS/CALLUSES
7	TREAT WART WITH CHEMICAL AGENT, E. G. TRICHLORACETIC ACID
8	TRIM PLANTAR WART
9	EXTRACT SEBACEOUS MATERIAL FROM COMEDO
10	REMOVE INGROWN NAIL
11	PREScribe SYMPTOMATIC TREATMENT FOR ALLERGIC REACTIONS
12	AUSCULTATE LUNGS TO DETECT ABNORMAL SOUNDS, I.E. RALES,WHEEZE,RONCHI
13	OBSERVE FOR/REPORT CHARACTERISTICS OF COUGH
14	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF SPUTUM, MUCUS
15	PREScribe SYMPTOMATIC TREATMENT FOR COLDs
16	MAKE PRELIMINARY DIAGNOSIS OF PNEUMONIA
17	PREScribe TREATMENT FOR PNEUMONIA
18	MAKE PRELIMINARY DIAGNOSIS OF BRONCHITIS
19	PREScribe TREATMENT FOR BRONCHITIS
20	MAKE PRELIMINARY DIAGNOSIS OF PLEURISy
21	PREScribe TREATMENT FOR PLEURISy
22	MAKE PRELIMINARY DIAGNOSIS OF MYOCARDIAL INFARCTION
23	PREScribe TREATMENT FOR MYOCARDIAL INFARCTION
24	MAKE PRELIMINARY DIAGNOSIS OF CONGESTIVE HEART FAILURE
25	PREScribe TREATMENT FOR CONGESTIVE HEART FAILURE

GO TO RIGHT HAND PAGE

## RIGHT PAGE OR FIELD MEDICINE TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE OR  
| OF RESPONSE BOOKLET

26 | PALPATE (FEEL) ABDOMEN FOR DISTENSION (HARDNESS/SOFTNESS)

27 | AUSCULTATE ABDOMEN FOR BOWEL SOUNDS

28 | PALPATE ABDOMEN FOR ORGAN ENLARGEMENT

29 | EXAMINE FOR SYMPTOMS OF VENTRAL HERNIA

30 | PALPATE ABDOMEN FOR APPENDICITIS

31 | MAKE PRELIMINARY DIAGNOSIS OF APPENDICITIS

32 | PRESCRIBE TREATMENT FOR APPENDICITIS

33 | PRESCRIBE SYMPTOMATIC TREATMENT FOR INDIGESTION/HEARTBURN

34 | PRESCRIBE SYMPTOMATIC TREATMENT FOR NAUSEA AND VOMITING

35 | PRESCRIBE SYMPTOMATIC TREATMENT FOR DIARRHEA

36 | PRESCRIBE SYMPTOMATIC TREATMENT FOR CONSTIPATION

37 | PRESCRIBE SYMPTOMATIC TREATMENT FOR ABDOMINAL PAIN

38 | PRESCRIBE TREATMENT FOR HEMORRHOIDS

39 | MAKE PRELIMINARY DIAGNOSIS OF PILONIDAL CYST/ABSCESS

40 | PRESCRIBE TREATMENT FOR PILONIDAL CYST/ABSCESS

41 | MAKE PRELIMINARY DIAGNOSIS OF GASTRITIS

42 | PRESCRIBE TREATMENT FOR GASTRITIS

43 | MAKE PRELIMINARY DIAGNOSIS OF GASTROENTERITIS

44 | PRESCRIBE TREATMENT FOR GASTROENTERITIS

45 | OBSERVE FOR/REPORT SYMPTOMS OF INTESTINAL WORMS

46 | MAKE PRELIMINARY DIAGNOSIS OF AMEBIC DYSENTERY

47 | PRESCRIBE TREATMENT FOR AMEBIC DYSENTERY

48 | MAKE PRELIMINARY DIAGNOSIS OF BACILLARY DYSENTERY

49 | PRESCRIBE TREATMENT FOR BACILLARY DYSENTERY

50 | PALPATE (FEEL) BLADDER FOR DISTENSION (FULLNESS)

## LEFT PAGE OF FIELD MEDICINE TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 09 OF RESPONSE BOOKLET
1	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF URINE OR FECES OR VOMITUS OR REGURGITATION
2	OBSERVE FOR/REPORT SYMPTOMS OF URINARY TRACT INFECTION
3	MAKE PRELIMINARY DIAGNOSIS OF CYSTITIS
4	PREScribe TREATMENT FOR CYSTITIS
5	MAKE PRELIMINARY DIAGNOSIS OF URETHRITIS
6	PREScribe TREATMENT FOR URETHRITIS
7	MAKE PRELIMINARY DIAGNOSIS OF EPIDIDYMITIS
8	PREScribe TREATMENT FOR EPIDIDYMITIS
9	MAKE PRELIMINARY DIAGNOSIS OF PROSTATITIS
10	PREScribe TREATMENT FOR PROSTATITIS
11	MAKE PRELIMINARY DIAGNOSIS OF CHANCREID
12	PREScribe TREATMENT FOR CHANCREID
13	OBSERVE FOR REPORT OR DESCRIBE VISUAL DISTURBANCES, E.G. BLURRED, DOUBLE, MIRROR, TUNNEL
14	REMOVE FOREIGN BODY FROM CONJUNCTIVAL SAC
15	REMOVE EMBEDDED FOREIGN BODY FROM CORNEA
16	IRRIGATE EYES
17	PATCH EYES
18	MAKE PRELIMINARY DIAGNOSIS OF CONJUNCTIVITIS
19	PREScribe TREATMENT FOR CONJUNCTIVITIS
20	MAKE PRELIMINARY DIAGNOSIS OF IRRITIS
21	PREScribe TREATMENT FOR IRRITIS
22	OBSERVE FOR/DESCRIBE HEARING DISTURBANCES, E.G. RINGING, HEARING LOSS
23	EXAMINE EAR FOR EXCESS WAX
24	EXAMINE TYMPANIC MEMBRANE FOR REDNESS, SWELLING
25	MAKE PRELIMINARY DIAGNOSIS OF EXTERNAL EAR INFECTION

GO TO RIGHT HAND PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE OR  
| OF RESPONSE BOOKLET

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26 | PRESCRIBE TREATMENT FOR EXTERNAL EAR INFECTION

27 | MAKE PRELIMINARY DIAGNOSIS OF OTITIS MEDIA

28 | PRESCRIBE TREATMENT FOR OTITIS MEDIA

29 | MAKE PRELIMINARY DIAGNOSIS OF RUPTURED EAR DRUM

30 | PRESCRIBE TREATMENT FOR RUPTURED EAR DRUM

31 | OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF DRAINAGE FROM EYES/EARS

32 | REMOVE SUPERFICIAL MATERIAL FROM EAR CANAL

33 | REMOVE IMBEDDED FOREIGN BODY FROM EAR CANAL

34 | IRRIGATE EARS

35 | OBSERVE FOR/REPORT SYMPTOMS OF SINUS BLOCKAGE

36 | MAKE PRELIMINARY DIAGNOSIS OF SINUSITIS

37 | PRESCRIBE TREATMENT FOR SINUSITIS

38 | EXAMINE MUCOUS MEMBRANES OF NOSE/THROAT FOR INFLAMMATION

39 | REMOVE SUPERFICIAL FOREIGN BODY FROM NOSE

40 | PRESCRIBE SYMPTOMATIC TREATMENT FOR SORE THROATS

41 | MAKE PRELIMINARY DIAGNOSIS OF TONSILLITIS

42 | PRESCRIBE TREATMENT FOR TONSILLITIS

43 | CHECK PUPIL REACTION TO LIGHT

44 | CHECK PATIENT'S RESPONSE TO PAINFUL STIMULUS AND TEMPERATURE

45 | CHECK PATIENT'S RESPONSE TO TOUCH, PRESSURE, TEMPERATURE

46 | OBSERVE/REPORT PATIENT'S LEVEL OF RESPONSIVENESS

47 | OBSERVE PATIENT'S ABILITY TO RECEIVE OR EXPRESS SPOKEN, WRITTEN OR PRINTED COMMUNICATION

48 | CHECK SWALLOWING REFLEX

49 | CHECK BLINK REFLEX

50 | CHECK ELBOW/KNEE-JERK, I.E. BICEPS/PATELLAR REFLEX

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 10  
| | OF RESPONSE BOOKLET

- 1 OBSERVE FOR/REPORT PATIENT'S LEVEL OF PHYSICAL ACTIVITY, E.G. LETHARGY, HYPERACTIVITY
- 2 ASSESS PATIENT'S TOLERANCE OF EXERCISE OR ACTIVITY
- 3 OBSERVE/REPORT PATIENT'S MUSCLE TONE, E.G. RIGID, FLACCID, SPASTIC, SPASMS
- 4 OBSERVE PATIENT'S PHYSICAL MOVEMENT, E.G. MUSCULAR COORDINATION, POSTURE, BALANCE
- 5 OBSERVE FOR/DESCRIBE OR REPORT CHARACTERISTICS OF TWITCHING, TREMORS, TICS
- 6 GIVE MASSAGE TO REDUCE MUSCLE SPASM
- 7 ASSIST PATIENT IN PERFORMING ACTIVE ASSISTIVE RANGE OF MOTION EXERCISES
- 8 TEACH ACTIVE RANGE OF MOTION EXERCISES
- 9 OBSERVE PATIENT'S GENERAL APPEARANCE, E.G. DRESS, GROOMING
- 10 OBSERVE PATIENT'S GENERAL EMOTIONAL CONDITION, E.G. FACIAL AND EYE EXPRESSIONS, QUALITY OF VOICE
- 11 OBSERVE PATIENT'S GENERAL MENTAL ATTITUDE
- 12 OBSERVE PATIENT'S BEHAVIOR PATTERNS
- 13 OBSERVE PATIENT FOR BEHAVIORAL CHANGES
- 14 OBSERVE FOR PATIENT'S NEED TO VENTILATE FEELINGS
- 15 LISTEN TO PATIENT/FAMILY EXPRESS FEELINGS, E.G. GRIEF, GUILT
- 16 LISTEN TO PATIENT/FAMILY DISCUSS THEIR PERSONAL PROBLEMS
- 17 OBSERVE PATIENT'S EATING PATTERNS
- 18 IDENTIFY FACTORS THAT INFLUENCE PATIENT'S PSYCHOLOGICAL STATE
- 19 ASSIST PATIENT IN HANDLING HIS FEELINGS, E.G. ELATION, DEPRESSION, ANGER
- 20 ASSIST PATIENT TO EXPRESS FEELINGS
- 21 OBSERVE PATIENT FOR PECULIAR/ABNORMAL BEHAVIOR, E.G. POSTURING, RITUALISM, INAPPROPRIATE AFFECT
- 22 OBSERVE FOR AND REPORT SIGNS OF PROTECTION REACTION (OVER CAUTION) IN TROOPS
- 23 ASSESS PATIENT'S LEVEL OF ANXIETY
- 24 OBSERVE PATIENT FOR NEUROTIC BEHAVIOR
- 25 OBSERVE PATIENT FOR CHARACTER DISORDER BEHAVIOR

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 10  
| OF RESPONSE BOOKLET

26 IDENTIFY FACTORS THAT MAY CONTRIBUTE TO AN ACTING-OUT EPISODE

27 OBSERVE FOR/REPORT SYMPTOMS OF DRUG ABUSE, E.G. ACID, SPEED

28 OBSERVE FOR/REPORT SYMPTOMS OF DRUG DEPENDENCY, E.G. FREQUENT REQUEST FOR PAIN MEDICATION

29 DETERMINE DRUG ABUSER'S ROUTE OF DRUG INTAKE, E.G. ORAL, INJECTION

30 OBSERVE FOR/REPORT SYMPTOMS OF HANGOVERS

31 OBSERVE FOR/REPORT SYMPTOMS OF INEBRIATION (DRUNKENESS)

32 OBSERVE FOR/REPORT SYMPTOMS OF DELIRIUM TREMENS

33 PRESCRIBE SYMPTOMATIC TREATMENT FOR HANGOVERS

34 PRESCRIBE SYMPTOMATIC TREATMENT FOR INSOMNIA

35 EXAMINE MOUTH AND PHARYNX FOR LESIONS, SORES, LEUKOPLAKIA

36 OBSERVE FOR/REPORT SYMPTOMS OF ATTRITION OF TEETH

37 REPORT ABNORMAL TISSUE CONDITIONS TO DENTIST

38 MAKE PRELIMINARY DIAGNOSIS OF HERPES LABIALIS

39 PRESCRIBE TREATMENT FOR HERPES LABIALIS

40 APPLY DEHYDRATING AGENT TO HERPES LABIALIS

41 OBSERVE FOR/REPORT SYMPTOMS OF INFECTION OF ORAL MUCOSA, E.G. THRUSH

42 EXAMINE FOR/REPORT SYMPTOMS OF ORAL ABSCESS

43 PRESCRIBE TREATMENT FOR ORAL ULCER

44 ESTABLISH DRAINAGE IN PERIODONTAL CYST/ABSCESS

45 OBSERVE FOR/REPORT SYMPTOMS OF GINGIVITIS

46 OBSERVE FOR/REPORT SYMPTOMS OF GINGIVAL EROSION OF TEETH

47 MAKE PRELIMINARY DIAGNOSIS OF GINGIVITIS (TRENCH MOUTH, VINCENT'S)

48 PRESCRIBE TREATMENT FOR GINGIVITIS (TRENCH MOUTH, VINCENT'S)

49 GIVE ANTISEPTIC IRRIGATION, E.G. FOR GINGIVITIS, VINCENT'S DISEASE

50 OBSERVE FOR/REPORT SYMPTOMS OF CARIES, SIMPLE AND ADVANCED

## LEFT PAGE II FIELD MEDICINE TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE II  
| OF RESPONSE BOOKLET

- 1 | INSERT TEMPORARY SEDATIVE FILLING IN CARIOUS TOOTH
- 2 | EXTRACT TOOTH
- 3 | MAKE PRELIMINARY DIAGNOSIS OF STOMATITIS
- 4 | PRESCRIBE TREATMENT FOR STOMATITIS
- 5 | MAKE PRELIMINARY DIAGNOSIS OF CHEILOSTIS
- 6 | REDUCE SHARP EDGES OF FRACTURED TOOTH
- 7 | APPLY TEMPORARY SEDATIVE CROWN (CAP) TO FRACTURED TOOTH
- 8 | REDUCE DISLOCATED MANDIBLE
- 9 | IRRIGATE MOUTH/ORAL CAVITY
- 10 | GIVE THROAT IRRIGATION/GARGLE
- 11 | REMOVE SUPERFICIAL FOREIGN BODY FROM THROAT
- 12 | REMOVE EMBEDDED FOREIGN BODY FROM THROAT
- 13 | TEACH PATIENT SELF-CARE PREVENTIVE DENTISTRY MEASURES, E.G. USE OF TOOTHBRUSH, WATER PIC
- 14 | CHECK FETAL HEART BEAT RATE/RHYTHM/VOLUME
- 15 | PALPATE UTERUS TO DETERMINE POSITION AND PRESENTATION OF FETUS
- 16 | EXAMINE FOR SYMPTOMS OF PRE ECLAMPSIA
- 17 | EXAMINE FOR SYMPTOMS OF ECLAMPSIA
- 18 | OBSERVE FOR/REPORT SYMPTOMS OF PLACENTA ABRUPTIO
- 19 | TEACH PRE-NATAL CLASSES
- 20 | CHECK PATIENT IN LABOR FOR CROWNING/BREECH/CORD
- 21 | DELIVER BABY
- 22 | PERFORM AND REPAIR EPISIOTOMY
- 23 | TAKE INFANT'S VITAL SIGNS
- 24 | PALPATE FONTANELS FOR EDEMA AND/OR CLOSURE
- 25 | OBSERVE INFANT'S SUCKING ABILITY

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE II OF RESPONSE BOOKLET
26	IDENTIFY/REPORT ABNORMAL CRY OF BABY, E.G. WEAK, HIGH PITCHED
27	EXPLAIN/ANSWER PARENT'S QUESTIONS REGARDING NEWBORN CARE
28	EXPLAIN/ANSWER PARENT'S QUESTIONS CONCERNING WELL BABY CARE
29	TEACH POST PARTUM CLASSES, E.G. BABY BATH DEMONSTRATIONS, FEEDINGS
30	HELP NEW MOTHER BREAST FEED/BOTTLE FEED NEWBORN
31	EXPLAIN/ANSWER MOTHER'S QUESTIONS REGARDING POST PARTUM CARE
32	PALPATE BREASTS FOR ENGORGEMENT
33	INSERT VAGINAL SUPPOSITORY
34	EXPLAIN/ANSWER QUESTIONS ABOUT METHODS OF CONTRACEPTION
35	TEACH FAMILY PLANNING CLASSES
36	REASSURE/CALM CHILDREN FOR EXAMINATION OR TREATMENT
37	RESTRAIN/CONTROL CHILDREN FOR EXAMINATION/TREATMENT/TEST
38	REASSURE APPREHENSIVE PARENTS OF PEDIATRIC PATIENT
39	INSTRUCT PARENTS ON CARE OF CHILDREN WITH COMMUNICABLE DISEASES, E.G. MEASLES, MUMPS
40	PERFORM CIRCUMCISION ON ADULT
41	SCREEN AND ISOLATE PATIENTS WITH SUSPECTED COMMUNICABLE DISEASE
42	PRESCRIBE SYMPTOMATIC TREATMENT FOR FEVER OF UNDETERMINED ORIGIN
43	PRESCRIBE SYMPTOMATIC TREATMENT FOR FLU
44	MAKE PRELIMINARY DIAGNOSIS OF MONONUCLEOSIS
45	PRESCRIBE TREATMENT FOR MONONUCLEOSIS
46	EXAMINE FOR SYMPTOMS OF VENEREAL DISEASE
47	DOVD CHECK ON PERSONNEL
48	MAKE PRELIMINARY DIAGNOSIS OF GONORRHEA
49	PRESCRIBE TREATMENT FOR GONORRHEA
50	MAKE PRELIMINARY DIAGNOSIS OF SYPHILIS

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 12  
| OF RESPONSE BOOKLET

- 1 | PRESCRIBE TREATMENT FOR SYPHILIS
- 2 | EXPLAIN/ANSWER QUESTIONS ABOUT VENEREAL DISEASE, E.G.  
| PREVENTION, SYMPTOMS
- 3 | INTERVIEW VD PATIENT TO PLAN TREATMENT AND FOLLOW UP OF CONTACTS
- 4 | DO FOLLOW UP ON VD CONTACTS FOR EXAMINATION/TREATMENT
- 5 | MAKE PRELIMINARY DIAGNOSIS OF HEPATITIS
- 6 | PRESCRIBE TREATMENT FOR HEPATITIS
- 7 | OBSERVE FOR/REPORT SYMPTOMS OF MALARIA
- 8 | MAKE PRELIMINARY DIAGNOSIS OF MALARIA
- 9 | PRESCRIBE TREATMENT FOR MALARIA
- 10 | GIVE TUBERCULIN PPD TEST
- 11 | GIVE TUBERCULIN TINE TEST
- 12 | GIVE TUBERCULIN MANTOUX TEST
- 13 | READ TUBERCULIN TEST REACTION
- 14 | MAKE PRELIMINARY DIAGNOSIS OF TUBERCULOSIS
- 15 | PRESCRIBE TREATMENT FOR TUBERCULOSIS
- 16 | DO FOLLOW UP ON TB CONTACTS FOR EXAMINATION/TREATMENT
- 17 | MAKE PRELIMINARY DIAGNOSIS OF MENINGITIS
- 18 | PRESCRIBE TREATMENT FOR MENINGITIS
- 19 | PROVIDE ADVICE ON IMPROVING HYGIENIC CONDITIONS
- 20 | DETERMINE WHETHER WATER IS SAFE FOR DRINKING
- 21 | COLLECT WATER SAMPLES FROM BEACH AND STREAM BATHING AREAS
- 22 | TAKE FOOD/WATER SAMPLE FOR BACTERIAL/PARASITE TESTING
- 23 | DO BACTERIAL COUNTS ON FOOD/MILK
- 24 | DO BACTERIAL COUNTS ON WATER
- 25 | DETERMINE CHLORINE CONTENT OF POTABLE WATER

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 12  
| OF RESPONSE BOOKLET

26 DO CHLORINATION OF DRINKING WATER

27 CONDUCT/SUPERVISE WATER AREA INFESTATION SURVEYS, E.G. SNAILS, MOSQUITOES

28 PROVIDE ADVICE ON CONSTRUCTION OF WATER PURIFICATION SYSTEM

29 CONSTRUCT WATER PURIFICATION TANKS AND SYSTEM

30 INSPECT WATER HAULING EQUIPMENT

31 INSPECT PORTABLE WATER SYSTEMS

32 PROVIDE ADVICE ON FOOD EDIBILITY/WATER POTABILITY

33 DETERMINE IF FOOD IS FIT/UNFIT FOR HUMAN CONSUMPTION

34 INSPECT FOOD FOR PEST INFESTATION

35 INSPECT INDIGENOUS EATING AND DRINKING FACILITIES

36 INSPECT FOOD HANDLERS FOR PERSONAL HYGIENE

37 INSTRUCT FOOD SERVICE PERSONNEL ON FOOD SANITATION AND HYGIENE

38 INSPECT KITCHENS FOR CLEANLINESS

39 INSPECT DISHWASHING PROCEDURES

40 INVESTIGATE/DETERMINE CAUSES OF FOOD POISONING

41 TREAT FRESH FRUITS AND VEGETABLES SUSPECTED OF BACTERIAL/ PARASITE CONTAMINATION

42 RECOMMEND TYPE OF SANITATION FACILITIES FOR FIELD CONSTRUCTION

43 CONDUCT FIELD SANITATION TRAINING

44 INSPECT FIELD SANITATION FACILITIES

45 INSPECT SEWAGE DISPOSAL SYSTEMS

46 INSPECT SEWAGE DISPOSAL/TREATMENT OPERATIONS

47 PROVIDE ADVICE ON DISPOSAL OF HUMAN EXCRETA

48 INSPECT TRASH AND GARBAGE DISPOSAL FACILITIES

49 INSPECT GARBAGE DISPOSAL OPERATIONS

50 INSPECT BIVOUAC AREAS FOR HYGIENIC CONDITIONS

## LEFT PAGE 13 FIELD MEDICINE TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 13 OF RESPONSE BOOKLET
1	INSPECT WATERSHED AREAS
2	INSPECT BERTHING AREAS
3	CONSTRUCT WASH-UP/HYGIENIC FACILITIES AT FIELD LOCATION
4	SUPERVISE CONSTRUCTION OF WASH-UP/HYGIENIC FACILITIES AT FIELD LOCATION
5	DO BACTERIAL COUNTS ON ENVIRONMENTAL SAMPLE E.G. AIR, SOIL
6	PROVIDE ADVICE ON VECTOR/RODENT CONTROL
7	INSTRUCT PERSONNEL ON PEST CONTROL PROCEDURES
8	TEACH PERSONNEL USE AND HANDLING OF PESTICIDES
9	PREPARE RODENTICIDES AND INSECTICIDES FOR USE
10	ISSUE/DISTRIBUTE INSECTICIDES/PESTICIDES
11	SPRAY INFESTED AREAS
12	DO ROACH/ANT/KITCHEN PEST EXTERMINATION
13	DO BEDBUG EXTERMINATION
14	DO LIVE TRAPPING OF RODENTS
15	USE RIFLE/SHOTGUN/HANDGUN TO DESTROY RODENTS AND ANIMALS
16	NOTIFY HEALTH AUTHORITIES OF ANIMAL BITE INCIDENTS
17	MONITOR RADIATION LEVELS IN FOOD AND WATER
18	MONITOR ATMOSPHERE FOR SCATTERED RADIATION
19	NOTIFY HEALTH AUTHORITIES OF PATIENT WITH COMMUNICABLE DISEASE
20	DETERMINE TYPE OF EPIDEMIOLOGICAL REPORT FOR TRANSMISSION
21	COMPLETE REPORT FORMS ON VD CONTACTS
22	DO FOLLOW UP ON PERSONNEL WITH REPORTED ACTIVE CASE OF COMMUNICABLE DISEASE
23	DO FOLLOW-UP ON PERSONNEL WITH HISTORY OF COMMUNICABLE DISEASE
24	KEEP AND UPDATE FILES OF PERSONNEL WITH HISTORY OF COMMUNICABLE DISEASE
25	RECOMMEND ACTION TO BE TAKEN ON SUSPECTED EPIDEMIOLOGICAL PROBLEM

GO TO RIGHT HAND PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 13  
| OF RESPONSE BOOKLET

26 | CONDUCT MALARIA DISCIPLINE TRAINING

27 | ENFORCE COMMUNICABLE DISEASE PROPHYLAXIS PROGRAM, E.G. MALARIA

28 | CONDUCT MEDICAL TRAINING OF NATIVE MILITARY/CIVILIAN PERSONNEL  
| IN FOREIGN COUNTRY

29 | INSTRUCT PERSONNEL ON PREVENTIVE HEALTH MEASURES SPECIFIC TO  
| ASSIGNMENT IN A FOREIGN COUNTRY

30 | PREPARE PERSONAL EFFECTS REPORT/REQUIRED DOCUMENT/PAPERWORK WHEN  
| DEATH OCCURS

31 | INSPECT BREATHING MASKS (OXYGEN OR GAS) FOR MALFUNCTION

32 | INSPECT FOR AVAILABILITY AND USE OF SAFETY EQUIPMENT IN  
| HAZARDOUS AREAS

33 | INSPECT FOR USE OF PROTECTIVE CLOTHING IN OCCUPATIONALLY  
| HAZARDOUS AREAS

34 | SPECIFY PREVENTIVE MEASURES FOR EFFECTS OF HOT WEATHER

35 | SPECIFY CLOTHING REQUIRED FOR PROTECTION FROM EQUIPMENT AND  
| ENVIRONMENTAL HAZARDS

36 | READ/USE PHARMACEUTICAL MANUALS, FORMULARY, PCR

37 | CONVERT COMMON WEIGHTS AND MEASURES FROM ONE SYSTEM TO ANOTHER,  
| E.G. CC TO TSP, LBS TO KG

38 | CONVERT MEDICATION DOSAGE FROM CC TO MINIMS, GRAINS TO GRAM

39 | CONVERT PRESCRIBED DOSE INTO UNITS OF ADMINISTRATION, E.G.  
| NUMBER OF CC, TABLETS

40 | CALCULATE PEDIATRIC DOSAGE OF COMPOUNDED MEDICINALS

41 | CONFER WITH PRESCRIBING DOCTOR ON QUESTIONS CONCERNING  
| PRESCRIPTIONS

42 | ANSWER PERSONNEL INQUIRIES REGARDING MIXING/ADMINISTERING DRUGS

43 | PROVIDE INFORMATION ON SYMPTOMS/TREATMENT OF DRUG TOXICITY

44 | CHECK ORDERED MEDICATIONS FOR OVER DOSAGE AND CONTRAINDICATIONS

45 | CHECK DRUGS FOR VISIBLE CONTAMINATION/DETERIORATION, E.G.  
| CLOUDINESS, COLOR CHANGE

46 | DETERMINE EXPIRATION DATE OF LOCALLY COMPOUNDED PHARMACEUTICALS

47 | DILUTE OR MIX POWDERED MEDICATIONS

48 | LABEL MULTIPLE DOSE VIALS WITH DATE AND CONCENTRATION

49 | ADD MEDICATION TO AND LABEL I.V. SOLUTIONS

50 | CHECK DRUGS FOR SUPPLY NEEDS

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 14  
| OF RESPONSE BOOKLET

1	ORDER STOCK MEDICATIONS FROM PHARMACY
2	PREPARE AND MAINTAIN ANTIDOTE SECTION/LOCKER
3	SAFEGUARD POISONS
4	ORDER NARCOTICS AND CONTROLLED DRUGS FROM THE PHARMACY
5	SIGN FOR NARCOTICS AND RESTRICTED DRUGS
6	MAKE ENTRIES ON NAVMED 6710/1 (NARCOTIC AND CONTROLLED DRUG ACCOUNT RECORD)
7	PREPARE SUMMARIES OF NARCOTIC/CONTROLLED DRUG/ALCOHOL ISSUES
8	RECORD DRUG WASTAGE
9	ISSUE NON-PREScription MEDICATIONS E.G. ASPIRIN
10	ISSUE FILLED PRESCRIPTIONS
11	PREPARE MEDICATIONS AND RECORDS FOR PATIENT IN FLIGHT
12	MAKE ROUTINE COMBAT PATROLS
13	PERFORM PERIMETER GUARD DUTIES
14	PARTICIPATE IN HELO EXERCISES
15	PARTICIPATE IN AMPHIBIOUS OPERATIONS
16	DETERMINE ELEVATION, LOCATION, DISTANCE, AND TERRAIN FEATURES USING FIELD MAPS.
17	SELECT AIR LANDING SITES
18	MARK OBSTRUCTIONS NEAR AIR LANDING
19	DRIVE FIELD VEHICLES OFF LANDING CRAFT DURING AMPHIBIOUS OPERATIONS
20	DRIVE FIELD VEHICLES UNDER FIELD BLACKOUT CONDITIONS
21	INSTRUCT NON-MEDICAL PERSONNEL IN HEALTH SUBJECTS
22	INSTRUCT ON PERSONAL HYGIENE
23	LECTURE/ORIENT PERSONNEL ON DENTAL CARE AND HYGIENE
24	LECTURE/ORIENT PERSONNEL ON VD AND OTHER SOCIAL DISEASES
25	LECTURE/ORIENT PERSONNEL ON ALCOHOL AND DRUG ABUSE

1	TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 14 OF RESPONSE BOOKLET
26		DEMONSTRATE CLINICAL PROCEDURES USING PATIENT/SUBJECT
27		GIVE FIRST AID INSTRUCTION
28		INSTRUCT PERSONNEL IN SELF-AID/BUDDY AID
29		INSTRUCT PERSONNEL ON ACTION TO BE TAKEN FOLLOWING ANIMAL/INSECT BITE
30		INSTRUCT PERSONNEL (USER) IN CARE AND MAINTENANCE OF MEDICAL/DENTAL EQUIPMENT
31		PARTICIPATE IN NIGHT COMBAT EXERCISES
32		TRAIN PERSONNEL IN PERIMETER GUARD DUTIES
33		EVALUATE COMBAT TRAINING FOR MEDICAL PERSONNEL
34		GIVE CBR/NBC INSTRUCTION
35		FAM FIRE THE M-50 CAL MACHINE GUN
36		FAM FIRE THE PERSONAL WEAPON
37		FAM FIRE HANDBRENADES
38		FIELD STRIP PERSONAL WEAPONS
39		COORDINATE TRAINING FOR BOoby TRAPS, JUNGLE WARFARE
40		COORDINATE WITH OTHER UNITS DURING FIELD EXERCISES
41		PERFORM SIMULATED RADIOACTIVE DECONTAMINATION OF PERSONNEL
42		ERECT/STRIKE FIELD TENTS
43		DO CAMOUFLAGE OF TENTAGE, VEHICLES
44		BRIEF THE COMMANDING OFFICER
45		CONDUCT BRIEFINGS
46		TAKE ACTION ON NAVY DIRECTIVES, I.E. INSTRUCTIONS AND NOTICES
47		ENTER PATIENT IDENTIFICATION INFORMATION ONTO REPORTS/RECORDS
48		PREPARE REPORTS FOR TRANSMITTAL TO OTHER COMMANDS
49		ORGANIZE AND MAINTAIN WATCH, QUARTER AND STATION BILL
50		PREPARE MUSTER REPORT

LEFT PAGE 15 FIELD MEDICINE TASK BOOKLET

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 15  
| OF RESPONSE BOOKLET

- 1 | PREPARE CASUALTY/DEATH REPORTS
- 2 | DRAFT AIRCRAFT INCIDENT/ACCIDENT REPORTS
- 3 | COORDINATE PATIENT TRANSFER BETWEEN MEDICAL FACILITIES
- 4 | WORK IN ROUTINE WORKING PARTIES, E.G. LOAD, UNLOAD, CLEAN, MAINTAIN GROUNDS
- 5 | UNPACK EQUIPMENT
- 6 | LOAD AND UNLOAD EQUIPMENT
- 7 | APPROVE REQUISITIONS
- 8 | ISSUE SUPPLIES/INSTRUMENTS/EQUIPMENT/MATERIALS
- 9 | CONFISCATE UNAUTHORIZED DRUGS/OBJECTS
- 10 | CONDUCT/ADMINISTER IMMUNIZATION PROGRAMS
- 11 | OPERATE VEHICLE TO TRANSPORT MEDICAL MATERIAL
- 12 | COMPLETE REPORT FORMS ON DRUG ABUSE
- 13 | ENFORCE ACCIDENT PREVENTION MEASURES
- 14 | DRIVE/OPERATE FORK LIFT
- 15 | DRIVE AMBULANCES OR AMBULANCE BUSES
- 16 | ARRANGE TRANSPORTATION FOR PATIENTS/PERSONNEL
- 17 | MAINTAIN ATTENDANCE RECORDS
- 18 | MAINTAIN PERSONAL RECORDS OF THE STAFF, E.G. BOOK LOG, STATUS BOARDS
- 19 | MAINTAIN ALERT LIST
- 20 | MAINTAIN NAVY OFFICER SERVICE RECORDS
- 21 | MAINTAIN ENLISTED NAVY SERVICE RECORDS
- 22 | MAINTAIN ENLISTED MARINES SERVICE RECORDS
- 23 | MAINTAIN NAVY DIRECTIVES ISSUANCE SYSTEM (INSTRUCTIONS AND NOTICES)
- 24 | MAINTAIN PERSONNEL RECORDS
- 25 | PREPARE MISCELLANEOUS CHITS, E.G., SPECIAL REQUESTS, CHECK CHITS

GO TO RIGHT HAND PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 15  
| OF RESPONSE BOOKLET

26 | DO ROUTINE FILING  
|  
27 | MAINTAIN DISTRIBUTION SYSTEM OF GENERAL INTEREST LITERATURE,  
| E.G., PAMPHLETS, MAGAZINES  
|  
28 | LOG MEDICAL FLYING CATEGORY RECORD  
|  
29 | MAINTAIN BLANK (STANDARD) FORMS CONTROL  
|  
30 | MAINTAIN DUTY/CALL/EMERGENCY RECALL ROSTER  
|  
31 | MAINTAIN A SET OF REFERENCE BOOKS/MANUALS/PUBLICATIONS  
|  
32 | COMPILE/UPDATE MAILING/ADDRESS LIST  
|  
33 | SUPERVISE THE MAINTENANCE OF OFFICE RECORDS  
|  
34 | PLAN RECORD KEEPING SYSTEM FOR THE SECTION/DEPARTMENT/ACTIVITY  
|  
35 | COMPILE NOMINAL LISTS FOR PERSONNEL IMMUNIZATION  
|  
36 | PREPARE WORK ORDERS/WORK REQUESTS  
|  
37 | COMPILE STATISTICS NECESSARY TO MAKE REPORTS  
|  
38 | MAKE ENTRIES INTO MARINE CORPS PERSONNEL DIARY  
|  
39 | MAKE ENTRIES INTO NAVY PERSONNEL DIARY  
|  
40 | PREPARE NAVY DISBURSING FORMS  
|  
41 | PREPARE MARINE CORPS DISBURSING FORMS  
|  
42 | PREPARE IDENTIFICATION CARDS  
|  
43 | PREPARE MESS PASS  
|  
44 | ISSUE MEAL TICKETS  
|  
45 | COMPILE RECRUIT AVAILABILITY LIST FOR POST-TRAINING ASSIGNMENT  
|  
46 | PREPARE MEAL CHITS FOR SIGNATURE  
|  
47 | PREPARE MILITARY IDENTIFICATION CARD REQUESTS  
|  
48 | PREPARE DEPENDENT IDENTIFICATION CARD REQUESTS  
|  
49 | ESTABLISH DUTY/CALL/EMERGENCY RECALL ROSTER  
|  
50 | PREPARE PAPERWORK FOR REQUESTS FOR SECURITY CLEARANCE

LEFT PAGE 16	FIELD MEDICINE TASK BOOKLET
TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 16   OF RESPONSE BOOKLET
1	COMPILE DISASTER CONTROL LIST/CARD
2	MAKE ENTRIES INTO DEPARTMENTAL LOG FOR COMMAND
3	PREPARE WATCH LISTS
4	PREPARE MILITARY IDENTIFICATION CARDS
5	VERIFY ENLISTED NAVY SERVICE RECORDS
6	VERIFY ENLISTED NAVY HEALTH RECORDS
7	VERIFY ENLISTED NAVY LEAVE RECORDS
8	AMEND CROSS REFERENCE LIST OF INSTRUCTIONS/MATERIALS
9	PREPARE PAPERWORK FOR NOTIFICATION OF NEXT-OF-KIN WHEN REQUIRED
10	PREPARE REPORT OF MEDICAL EXAMINATION
11	OBTAIN PATIENT'S PAST HOSPITALIZATION RECORDS/X-RAYS
12	INSTRUCT OR HELP PATIENT/FAMILY FILL OUT FORMS
13	MAINTAIN MEDICAL/DENTAL RECORDS
14	CHECK RECORDS FOR UP-TO-DATE IMMUNIZATIONS/X-RAYS/PHYSICALS
15	FILE PRESCRIPTION FORMS
16	PREPARE INVOICES/VOUCHERS FOR PAYMENT OF FUNDS
17	PROCESS TAD VOUCHERS
18	EFFECT ADMINISTRATIVE RECEIPT OF REPORTING PERSONNEL
19	PREPARE PAPERWORK FOR THE SEPARATION OF PERSONNEL
20	PREPARE PAPERWORK FOR DISCHARGE OF PERSONNEL
21	PREPARE PAPERWORK FOR REENLISTMENT OF PERSONNEL
22	PREPARE PAPERWORK FOR RETIREMENT OF PERSONNEL
23	PREPARE PAPERWORK FOR THE PROMOTION OF OFFICER PERSONNEL
24	PREPARE PAPERWORK ON TAD FOR DISBURSEMENT
25	PREPARE TAD/AUTHORIZATION ORDERS

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 16 OF RESPONSE BOOKLET
26	COMPLETE LINE OF DUTY/MISCONDUCT FORMS
27	PREPARE SECURITY CLEARANCE FORMS
28	PREPARE LEGAL FORMS/CORRESPONDENCE
29	DRAFT OFFICIAL CORRESPONDENCE
30	RESEARCH/PREPARE BIOGRAPHICAL SKETCHES ON PERSONNEL
31	PREPARE DRAFT OF OFFICER FITNESS REPORTS FOR REVIEW
32	PREPARE VISIT INSPECTION REPORT
33	PREPARE PERIODIC REPORTS FOR COMMAND, E.G. DEPARTMENT PATIENT CENSUS
34	PREPARE/ASSEMBLE MEDICAL BOARD REPORTS FOR COMPLETION
35	REVIEW INCOMING MESSAGES/MEMOS
36	REVIEW REPORTS/REQUESTS FOR PROPER PREPARATION AND COMPLETION
37	PREPARE INVENTORY REPORTS
38	TYPE
39	PERFORM ADMINISTRATIVE ERRANDS, E.G. PICK-UP PAYCHECKS, DELIVER/RETURN TIME CARDS
40	DISTRIBUTE UNIT/COMMAND PAYCHECKS
41	PICK UP/DELIVER MAIL/PACKAGES
42	SORT/FORWARD MAIL
43	SCREEN INCOMING/OUTGOING MAIL
44	ANSWER TELEPHONE/TAKE MESSAGES, MEMOS
45	DELEGATE TYPING TASKS
46	MAKE ENTRIES INTO SERVICE RECORDS
47	COORDINATE TRAINING FOR EMBARKATION/DEBARKATION PROCEDURES
48	COORDINATE TRAINING FOR WET NETS/DRY NETS
49	SCHEDULE CLASS TIMES, LOCATION
50	DESIGN IN-SERVICE TRAINING COURSES

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 17  
| | OF RESPONSE BOOKLET

1	DIRECT SET UP ON ROOMS FOR CLASSES, CONFERENCES, WORKSHOPS, LECTURES
2	NOMINATE INDIVIDUALS FOR EDUCATION/TRAINING PROGRAM ATTENDANCE
3	SELECT TOPICS FOR STAFF LECTURE SERIES
4	SELECT INSTRUCTORS FOR TRAINING PROGRAM
5	SELECT WORK EXPERIENCES FOR STUDENT/TRAINEE
6	EVALUATE/SELECT AUDIOVISUAL MATERIALS, E.G. FILMS
7	SELECT CLINICAL MATERIAL FOR INSTRUCTIONAL PURPOSES, E.G. PATIENTS, CASE STUDIES
8	PLAN/CONDUCT MASS CASUALTY SIMULATION
9	PLAN/CONDUCT MEDICAL FIELD EXERCISES/DRILLS
10	PLAN/CONDUCT COMBAT TRAINING FOR MEDICAL PERSONNEL
11	EVALUATE MASS CASUALTY SIMULATION
12	EVALUATE INSTRUCTIONAL MATERIAL FOR CONTENT
13	EVALUATE MEDICAL FIELD EXERCISES/DRILLS
14	EVALUATE CLASSROOM/CLINICAL INSTRUCTIONAL TECHNIQUES
15	DECIDE WHEN TRAINEE IS CAPABLE OF PERFORMING A PROCEDURE WITHOUT DIRECT SUPERVISION
16	DESIGN TRAINING AIDS, ILLUSTRATIONS, GRAPHICS
17	WRITE LESSON PLANS
18	DEVELOP EXERCISE/DRILL CONTENT
19	SET UP CLASSROOMS/CONFERENCE SPACES, AUDITORIUMS FOR CLASSES, CONFERENCES, WORKSHOPS, LECTURES
20	CONDUCT IN-SERVICE TRAINING COURSES
21	LEAD DISCUSSION ON MEDICAL TOPICS DURING UNIT'S CLASSES/CONFERENCES
22	TEACH FORMAL CLASSES
23	ASSIGN GRADES FOR INDIVIDUAL PERFORMANCE
24	APPROVE REQUESTS FOR TRAINING AIDS/MATERIALS/BOOKS
25	IDENTIFY PERSONNEL AVAILABLE TO PARTICIPATE IN EDUCATION AND TRAINING PROGRAMS

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 17  
| OF RESPONSE BOOKLET

26 | SUGGEST IMPROVEMENTS FOR COURSE/CURRICULUM CONTENT

27 | SCOPE/CORRECT QUIZZES/EXAMINATIONS MANUALLY

28 | PERFORM CLASSROOM DEMONSTRATIONS

29 | SCHEDULE LECTURES

30 | GIVE FIELD MEDICAL TRAINING UNDER SIMULATED COMBAT CONDITIONS

31 | ADMINISTER EXAMINATIONS

32 | ARRANGE FOR USE OF LECTURE/TEACHING/DEMONSTRATION AIDS AND EQUIPMENT

33 | SUGGEST TOPICS FOR CLASSES/CONFERENCES

34 | PREPARE CLASS RECORDS

35 | POST/ENTER TRAINING INFORMATION INTO INDIVIDUAL RECORDS

36 | MAINTAIN RECORD OF TRAINEE'S EXPERIENCE IN CJT PROGRAM, E.G. COURSES , PRACTICAL EXPERIENCE

37 | MAINTAIN LIBRARY/LITERATURE ON EDUCATION/TRAINING OPPORTUNITIES

38 | SET UP/BREAK DOWN CLASSROOM DEMONSTRATIONS/TEACHING AIDS

39 | REQUISITION TRAINING AIDS FROM OTHER HOSPITALS/CLINICS OR CIVILIAN/GOVERNMENT HEALTH FACILITIES

40 | ORDER CORRESPONDENCE COURSE MATERIALS, E.G. USAFI, NAVY

41 | TRAIN PERSONNEL IN CARGO HANDLING

42 | RECOMMEND PERSONNEL FOR PROMOTION/DEMOTION

43 | DETERMINE ELIGIBILITY OF ENLISTED PERSONNEL FOR ADVANCEMENT ACCORDING TO REGULATIONS

44 | PREPARE REQUEST FOR TAD/AUTHORIZATION ORDER

45 | PREPARE PAPERWORK FOR DISCIPLINARY ACTION FOR PERSONNEL AS REQUIRED

46 | PREPARE PAPERWORK FOR TRANSFER OF PERSONNEL

47 | PREPARE LEAVE REQUEST FORMS

48 | ENSURE THAT PERSONNEL ARE AWARE OF HEALTH SERVICES AVAILABLE

49 | MAKE HEAD/BED CHECKS

50 | RECOMMEND THE HIRING/TERMINATION OF PERSONNEL

1	TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 1A OF RESPONSE BOOKLET
1		MAKE RECOMMENDATIONS ON/APPROVE/DISAPPROVE PERSONNEL REQUESTS TO ATTEND MEETINGS/CONFERENCES
2		GIVE DIRECT SUPERVISION FOR THE PREPARATION OF REQUISITIONS/PURCHASE ORDERS/WORK REQUESTS
3		MANAGE HOUSEKEEPING PERSONNEL, E.G. SCHEDULE, INSPECT PERFORMANCE
4		RECOMMEND DISCIPLINARY ACTION FOR PERSONNEL AS REQUIRED
5		REVIEW SUGGESTIONS AND COMPLAINTS FROM PERSONNEL
6		GIVE DIRECT SUPERVISION TO CORPSMEN/TECHNICIANS
7		REVIEW/COMMENT ON/FORWARD PERSONNEL REQUESTS/MEMOS/LETTERS
8		REQUEST/RECOMMEND ADDITIONAL PERSONNEL WHEN REQUIRED
9		RECOMMEND LEAVE/TIME OFF FOR PERSONNEL
10		DETERMINE DUTIES FOR PERSONNEL
11		INTERVIEW/COUNSEL/ADVISE STAFF
12		ASSIGN PERSONNEL TO DEPARTMENTS, AREAS, I.E. FOR COMMAND
13		AUTHORIZE EMERGENCY PASSES
14		SUPERVISE THE HANDLING OF HEALTH RECORDS
15		EVALUATE THE PERFORMANCE OF PERSONNEL
16		ENSURE THAT ALL PERSONNEL MAINTAIN PROPER MILITARY BEARING, E.G. CLEANLINESS, ATTIRE
17		DRAFT COMMENDATORY AWARDS FOR SUBORDINATES, E.G. LETTERS OF APPRECIATION
18		RECOMMEND PERSONNEL FOR EDUCATION/TRAINING
19		AUTHORIZE EXCUSED/LIGHT DUTIES
20		PLAN FOR OVERTIME/LEAVE/LIBERTY/TIME OFF
21		PREPARE EQUIPMENT FOR CARGO HANDLING PROCEDURES
22		MAINTAIN STOCK RECORD CARD ON SUPPLIES
23		PREPARE SCHEDULE FOR CONTRACT PREVENTIVE MAINTENANCE
24		ASSIST IN COMMAND MATERIAL INSPECTIONS
25		MAINTAIN STOCK OF SUPPLIES/MATERIALS/SPARE PARTS FOR UNIT

RIGHT PAGE 1<sup>8</sup> FIELD MEDICINE TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 1<sup>8</sup>  
| OF RESPONSE BOOKLET

26 | MAINTAIN INVENTORY/STOCK OF EQUIPMENT/FURNITURE

27 | PREPARE PAPERWORK FOR PURCHASE AGREEMENTS

28 | PERFORM PREVENTIVE MAINTENANCE

29 | DO MINOR REPAIR ON EQUIPMENT

30 | PREPARE PAPERWORK FOR EQUIPMENT REPAIR/MAINTENANCE

31 | DETERMINE ADEQUACY OF STERILIZATION PROCEDURES

32 | PREPARE PRECIOUS METAL/NARCOTIC INVENTORY REPORT

33 | PREPARE BILLS OF LADING FOR PAYMENT

34 | LOG BLANKET PURCHASE ORDER INVOICE NUMBERS

35 | LOG INTERNAL SUPPLY VOUCHER, DD 150

36 | LOG LOSS OF SUPPLIES AND NOTIFY INVENTORY CONTROL OF LOSS

37 | MAINTAIN LEDGER OF SUPPLY/STOCK, E.G., REQUISITIONS, COST ACCOUNTING

38 | LOG PLANT PROPERTY IDENTIFICATION NUMBER AND CONDITION

39 | CHECK/LOCATE/IDENTIFY PART NUMBERS FROM CATALOGUES/MANUALS

40 | MAINTAIN A SUPPLY (EQUIPMENT, MATERIALS) INVENTORY SYSTEM

41 | ORDER SUPPLIES/EQUIPMENT THROUGH FEDERAL SUPPLY SYSTEM

42 | PREPARE PAPERWORK FOR RETURN OF DAMAGED MATERIALS/SUPPLIES/EQUIPMENT

43 | ASSIGN SPACE FOR EQUIPMENT AND SUPPLIES

44 | MAKE RECOMMENDATIONS ON PURCHASE/REPLACEMENT OF EQUIPMENT/SUPPLIES

45 | DETERMINE IF EQUIPMENT NEEDS REPAIR/SERVICE

46 | MAINTAIN PROPERTY CUSTODY CARDS FOR EQUIPMENT

47 | SURVEY SUPPLIERS REGARDING COST OF EQUIPMENT/SUPPLIES

48 | COORDINATE WITH MANUFACTURERS/CONTRACTORS FOR EQUIPMENT REPAIR/MAINTENANCE

49 | COORDINATE ON EQUIPMENT LOANS, BORROWING OF MEDICAL/DENTAL SUPPLIES/TRAINING AIDS

50 | COORDINATE LOADING AND UNLOADING OF EQUIPMENT

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 19  
| OF RESPONSE BOOKLET

- 1 CONSULT ON CENTRAL/LOCAL SUPPLY PROBLEMS/PROCEDURES
- 2 ARRANGE FOR REPLACEMENT/REPAIR OF EQUIPMENT AS REQUIRED
- 3 EVALUATE THE MAINTENANCE AND USE OF SUPPLIES, EQUIPMENT AND WORK SPACE
- 4 MAINTAIN STOCK OF EXCESS EQUIPMENT
- 5 STORE SUPPLIES
- 6 DO FOLDING, WRAPPING AND STORING OF LAUNDRY/LINEN
- 7 ATTACH IDENTIFYING TAG TO COMPONENTS/EQUIPMENT
- 8 INSPECT THAT SUPPLIES/MATERIALS/EQUIPMENT ARE STORED PROPERLY
- 9 INSPECT SUPPLIES/EQUIPMENT FOR ACCEPTABILITY/DAMAGE/LOSS/PILFERAGE
- 10 STORE UNEXPOSED FILMS
- 11 REPLENISH FLIGHT NURSE KIT
- 12 ROTATE INVENTORY
- 13 DO SUPPLY/EQUIPMENT INVENTORY
- 14 ESTABLISH SUPPLY USAGE RATE
- 15 NEGOTIATE WITH VENDORS,E.G. COST,DELIVERY SCHEDULE
- 16 VERIFY AND CO-SIGN INVENTORY
- 17 VERIFY/SIGN OFF ON REQUISITIONS/RECEIPTS FOR SUPPLIES/EQUIPMENT/MATERIAL
- 18 MAINTAIN STOCK OF STERILE SUPPLIES
- 19 PACK SURVIVAL SEAT PACKS
- 20 DISPOSE OF SUPPLIES/INSTRUMENTS/EQUIPMENT AFTER TIME LIMIT/EXPIRATION DATE
- 21 PACK AND STORE FIELD MEDICAL SUPPLIES AND EQUIPMENT
- 22 MAINTAIN UNIT/HOSPITAL/SECTION FIRST AID AND EMERGENCY EQUIPMENT
- 23 CHECK INSTRUMENTS AND SUPPLIES FOR STERILIZATION INDICATORS
- 24 PLAN AVAILABILITY OF RECRUITS FOR ASSIGNMENTS AFTER TRAINING
- 25 ASSIST IN COMPOSING/REVISING JOB DESCRIPTIONS

EIGHT PAGE IS FIELD MEDICINE TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE IS  
| OF RESPONSE BOOKLET

26	PLAN RECREATION PROGRAMS
27	SCREEN CIVILIAN LABOR FOR SECURITY
28	DETERMINE IMMUNIZATIONS REQUIRED FOR OVERSEAS TRAVEL
29	COORDINATE COST REDUCTION PROGRAMS
30	ADJUST DAILY ASSIGNMENT SHEET/WORK SCHEDULE AS NEEDED
31	DETERMINE CORRECT NUMBER OF TABLES/STRETCHERS FOR PATIENTS
32	ANALYSE JOBS, E.G. ASSESS ADEQUACY OF A POSITION'S DESCRIPTION/DESIGN
33	MAKE ARRANGEMENTS FOR RELIEF PERSONNEL
34	REVIEW REQUISITIONS
35	MONITOR THE EXPENDITURES AND UTILIZATION OF FUNDS
36	COORDINATE WITH ADMIN STAFF OF BASE/UNIT REGARDING POLICIES AFFECTING STAFF
37	DETERMINE THE PHYSICAL LAYOUT OF WORK AREA FURNITURE/EQUIPMENT
38	DETERMINE EQUIPMENT/SUPPLIES FOR EMERGENCIES/EXERCISES
39	DETERMINE SUPPLIES AND EQUIPMENT BUDGET
40	PREPARE DAILY AND SPECIAL BULLETINS, E.G. PLAN OF THE DAY
41	CONDUCT STAFF MEETINGS TO DISCUSS PLANS/ACTIVITIES/PROBLEMS
42	INSTITUTE CHANGES TO IMPROVE WORKING CONDITIONS
43	INITIATE NEW OR CHANGED TECHNICAL PROCEDURES
44	INVESTIGATE ACTIVITIES POTENTIALLY FOSTERING WASTAGE
45	INITIATE COST REDUCTION PROGRAMS
46	DESIGN STATUS BOARDS/CHARTS
47	RECOMMEND/GIVE ADVICE FOR WORK SIMPLIFICATION/MEASUREMENT STUDIES
48	ARRANGE TIME/DETAIL SCHEDULES
49	MAINTAIN STATUS BOARD/CHART ON STAFF PERSONNEL
50	MAINTAIN MARINE CORPS DIRECTIVE SYSTEM (ORDERS AND BULLETINS)

TURN PAGE

LEFT PAGE 20 FIELD MEDICINE TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 20  
| | OF RESPONSE BOOKLET

- 1 | ADJUST/COORDINATE CHANGES IN PATIENT SCHEDULES AS NEEDED
- 2 | EDIT COMMAND DIRECTIVES
- 3 | MAINTAIN STATUS BOARD/CHART ON PROJECT/PROGRAM
- 4 | PREPARE NECESSARY PAPERWORK TO UPDATE ORGANIZATION CHARTS
- 5 | ARRANGE FOR TEMPORARY HOUSING FOR NEXT OF KIN
- 6 | FOLLOW ESTABLISHED PROCEDURES FOR LOSS OF KEYS
- 7 | DOCUMENT NEW OR CHANGED PROCEDURES
- 8 | ORGANIZE/PREPARE A MINOR CASUALTY PLAN
- 9 | ORGANIZE/PREPARE A MASS CASUALTY PLAN
- 10 | CHECK PATIENTS CHART/HEALTH RECORD FOR COMPLETENESS OF FORMS/REPORTS/RECORDS
- 11 | USE NAVY PERSONNEL DIARY
- 12 | CONDUCT TOURS OF FACILITY FOR VISITORS
- 13 | DETERMINE ELIGIBILITY OF INDIVIDUALS TO RECEIVE HEALTH CARE IN ACCORDANCE WITH REGULATIONS
- 14 | ARRANGE FOR BLOOD EXCHANGE PROGRAMS BETWEEN HOSPITALS
- 15 | ASSIST IN COMMAND INSPECTIONS
- 16 | CONDUCT COMMAND INSPECTIONS
- 17 | ADMINISTER/MAINTAIN UNIT LIBRARY
- 18 | COORDINATE/ARRANGE FOR USE OF ROOMS, E.G. LECTURES, CONFERENCE
- 19 | CONDUCT STAFF ASSISTANCE VISITS
- 20 | COORDINATE/ARRANGE TOURS OF FACILITIES
- 21 | SERVE ON PROMOTION/DEMOTION OR RECLASSIFICATION BOARDS
- 22 | PERFORM SPECIAL SERVICES FUNCTIONS FOR THE COMPANY
- 23 | COORDINATE RECREATION PROGRAMS/ARRANGEMENTS
- 24 | COORDINATE WITH RECRUITING DEPOTS CONCERNING PERSONNEL EXAMINATIONS
- 25 | COORDINATE APPOINTMENTS FOR NEXT-OF-KIN WITH MEDICAL OFFICER/CHAPLIN

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 20 OF RESPONSE BOOKLET
26	CONTACT OTHER DEPARTMENTS TO OBTAIN/COORDINATE PATIENT/PERSONNEL APPOINTMENTS
27	GIVE FAMILIARIZATION BRIEFINGS TO NEWLY ARRIVING PERSONNEL
28	PROCESS PERSONNEL REQUESTS
29	COORDINATE STAFFING ARRANGEMENTS
30	PREPARE FINANCIAL STATEMENTS
31	DIRECT/GUIDE THE CARE/PREPARATION OF ROOMS
32	KEEP PERSONNEL INFORMED OF ADMINISTRATIVE COMMUNICATION CHANGES
33	COORDINATE WITH THE APPROPRIATE AUTHORITIES WHEN DEATH OCCURS, E.G. CORONER
34	PREPARE STATEMENT OF NONAVAILABILITY, DD 1251
35	UP-DATE/REVISE COMMAND DIRECTIVES
36	REFER ONWARD TO THE PROPER PERSONNEL QUERIES FROM CIVILIAN ASSOCIATIONS/INDIVIDUALS
37	COORDINATE PATIENT TRANSFER WITHIN HOSPITAL
38	COORDINATE WITH LEGAL SERVICES
39	ANSWER QUERIES FROM CIVILIAN ASSOCIATIONS/INDIVIDUALS
40	ASSIST IN COMMAND PERSONNEL INSPECTIONS
41	PREPARE VARIOUS ADMINISTRATIVE BOARD REPORTS
42	VERIFY D.D.C.R./1080 REPORTS
43	REVIEW CONTENT OF MILITARY REPORTS ON PERSONNEL, E.G. EVALUATION REPORTS
44	MAINTAIN CONTROL OVER CLASSIFIED MATERIAL
45	INVESTIGATE/REPORT ON INJURIES/INCIDENTS TO PATIENTS/STAFF/ VISITORS
46	DETERMINE PARKING AREAS/GARAGE ARRANGEMENTS FOR VEHICLES
47	STAND FIRE/SECURITY/BARRACKS WATCH
48	INSTRUCT/DIRECT PERSONNEL IN MAINTAINING SECURITY STANDARDS
49	CONDUCT SECURITY INSPECTIONS
50	CARRY OUT OFFICE/AREA/UNIT SECURITY MEASURES

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 21  
| OF RESPONSE BOOKLET

- 1 | ENSURE THAT LOCKED WARDS/HOSPITAL AREAS ARE SECURED
- 2 | ACCOUNT FOR KEYS
- 3 | CHECK FOR PROPER FUNCTIONING OF LOCKS
- 4 | STAND WATCH IN MEDICAL RECORDS
- 5 | DRAFT MOTOR VEHICLE INCIDENT/ACCIDENT REPORTS
- 6 | MAKE ENTRIES INTO MASTER AT ARMS LOG
- 7 | PREPARE FOR INSPECTIONS
- 8 | PARTICIPATE IN RIOT CONTROL
- 9 | PARTICIPATE IN EMERGENCY EVACUATION DRILLS
- 10 | PARTICIPATE IN JOINT DISASTER EXERCISES OR MANEUVERS
- 11 | PARTICIPATE IN HOSPITAL FIRE DRILL
- 12 | PARTICIPATE IN MASS CASUALTY SIMULATION
- 13 | PARTICIPATE IN MEDICAL FIELD EXERCISES/DRILLS
- 14 | PARTICIPATE IN FIRE FIGHTING DRILLS
- 15 | PARTICIPATE IN NIGHT COMPASS MARCH
- 16 | COLLECT/REMOVE TRASH/GARBAGE
- 17 | CLEAN BARRACKS OR CREW'S QUARTERS
- 18 | PERFORM DAILY MAINTENANCE INSPECTION OF WORKSPACES
- 19 | SERVE AS CHAUFFEUR FOR VISITORS OR VIPS
- 20 | ASSIST PEOPLE IN FINDING CLINICS AND SPACES
- 21 | CARRY/STORE PATIENTS BAGGAGE
- 22 | ACT AS A RECEPTIONIST
- 23 | DIRECT/CONTROL TRAFFIC DURING EMERGENCY CALL
- 24 | PARTICIPATE IN FIELD COMBAT TRAINING
- 25 | INSTRUCT NON-MEDICAL PERSONNEL IN HEALTH SUBJECTS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 21 OF RESPONSE BOOKLET
26	INSTRUCT ON PERSONAL HYGIENE
27	LECTURE/ORIENT PERSONNEL ON DENTAL CARE AND HYGIENE
28	LECTURE/ORIENT PERSONNEL ON MD AND OTHER SOCIAL DISEASES
29	LECTURE/ORIENT PERSONNEL ON ALCOHOL AND DRUG ABUSE
30	DEMONSTRATE CLINICAL PROCEDURES USING PATIENT/SUBJECT
31	GIVE FIRST AID INSTRUCTION
32	INSTRUCT PERSONNEL IN SELF-AID/BUDDY AID
33	INSTRUCT PERSONNEL ON ACTION TO BE TAKEN FOLLOWING ANIMAL/INSECT BITE
34	INSTRUCT PERSONNEL (USER) IN CARE AND MAINTENANCE OF MEDICAL/DENTAL EQUIPMENT
35	PARTICIPATE IN NIGHT COMBAT EXERCISES
36	TRAIN PERSONNEL IN PERIMETER GUARD DUTIES
37	EVALUATE COMBAT TRAINING FOR MEDICAL PERSONNEL
38	GIVE CBR/NBC INSTRUCTION
39	FAM FIRE THE M-50 CAL MACHINE GUN
40	FAM FIRE THE PERSONAL WEAPON
41	FAM FIRE HANDGRENADES
42	FIELD STRIP PERSONAL WEAPONS
43	COORDINATE TRAINING FOR BOOBY TRAPS, JUNGLE WARFARE
44	COORDINATE WITH OTHER UNITS DURING FIELD EXERCISES
45	PERFORM SIMULATED RADIOACTIVE DECONTAMINATION OF PERSONNEL
46	ERECT/STRIKE FIELD TENTS
47	DO CAMOUFLAGE OF TENTAGE, VEHICLES
48	BRIEF THE COMMANDING OFFICER
49	CONDUCT BRIEFINGS
50	TAKE ACTION ON NAVY DIRECTIVES, I.E. INSTRUCTIONS AND NOTICES

## LEFT PAGE 22 FIELD MEDICINE TASK BOOKLET

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 22  
| OF RESPONSE BOOKLET

- 1 | ENTER PATIENT IDENTIFICATION INFORMATION ONTO REPORTS/RECORDS
- 2 | PREPARE REPORTS FOR TRANSMITTAL TO OTHER COMMANDS
- 3 | ORGANIZE AND MAINTAIN WATCH, QUARTER AND STATION BILL
- 4 | PREPARE MUSTER REPORT
- 5 | PREPARE CASUALTY/DEATH REPORTS
- 6 | DRAFT AIRCRAFT INCIDENT/ACCIDENT REPORTS
- 7 | COORDINATE PATIENT TRANSFER BETWEEN MEDICAL FACILITIES
- 8 | WORK IN ROUTINE WORKING PARTIES, E.G. LOAD, UNLOAD, CLEAN,  
MAINTAIN GROUNDS
- 9 | UNPACK EQUIPMENT
- 10 | LOAD AND UNLOAD EQUIPMENT
- 11 | APPROVE REQUISITIONS
- 12 | ISSUE SUPPLIES/INSTRUMENTS/EQUIPMENT/MATERIALS
- 13 | CONFISCATE UNAUTHORIZED DRUGS/OBJECTS
- 14 | CONDUCT/ADMINISTER IMMUNIZATION PROGRAMS
- 15 | OPERATE VEHICLE TO TRANSPORT MEDICAL MATERIAL
- 16 | COMPLETE REPORT FORMS ON DRUG ABUSE
- 17 | ENFORCE ACCIDENT PREVENTION MEASURES
- 18 | DRIVE/OPERATE FORK LIFT
- 19 | DRIVE AMBULANCES OR AMBULANCE BUSES
- 20 | ARRANGE TRANSPORTATION FOR PATIENTS/PERSONNEL

**Part II B**

**LIST OF INSTRUMENTS AND EQUIPMENT**

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 23  
| OF RESPONSE BOOKLET

- 1 THERMOMETER, CLINICAL
- 2 STETHOSCOPE
- 3 SPHYGMOMANOMETER (BLOOD PRESSURE APPARATUS)
- 4 MIRROR, MOUTH, EXAMINING
- 5 SYRINGE/NEEDLES
- 6 VACUTAINER BLOOD COLLECTING SYSTEM
- 7 SYRETTES
- 8 HEMOSTATS
- 9 AIRWAYS
- 10 AMBU BAG (HOPE BAG)
- 11 OXYGEN CYLINDER/TANK, PORTABLE
- 12 INHALATOR-ASPIRATOR (RESUSCITATOR)
- 13 ASPIRATOR, PORTABLE
- 14 RESUSCITATOR, FIELD (CHEMICAL WARFARE)
- 15 RESPIRATOR, EMERSON
- 16 FRACTURE SPLINTS
- 17 THOMAS SPLINT AND ATTACHMENTS
- 18 WIPE FABRIC SPLINT
- 19 PNEUMATIC SPLINT
- 20 BONE CUTTERS
- 21 SAWS, AMPUTATING
- 22 LANTERN GASOLINE COLEMAN
- 23 LAMP ALCOHOL
- 24 IRRIGATION KIT
- 25 DRESSINGS (TRAY, CART, DRAWER)

RIGHT PAGE 23 FIELD MEDICINE TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 23 OF RESPONSE BOOKLET
26	SET, MINOR SURGICAL
27	SUTURE (S & T) TRAY
28	SUTURE REMOVAL SET
29	INSTRUMENT TRAY, EMERGENCY TRACH SET
30	CHEST TUBE TRAY
31	IMMUNIZATION KITS
32	MULTIPLE INJECTION JET IMMUNIZATION GUN
33	BURN PACK
34	EMERGENCY DELIVERY PACK
35	MASS CASUALTY RECORD KIT
36	AVIATION MEDICAL CRASH BOX
37	WATER TESTING KIT (POISON)
38	WATER TESTING KIT
39	COLOR COMPARATOR
40	WATER STERILIZING KIT
41	BLOOD TESTING KITS
42	FOOD TESTING KIT
43	WAR GASES DETECTION KIT
44	FUMIGATION EQUIPMENT
45	KIT INSECTICIDE SUSCEPTABILITY
46	INSECTICIDE RESISTANCE DETERMINATION KIT
47	BIOLOGICAL IDENTIFICATION KEYS (ANIMAL)
48	BIOLOGICAL IDENTIFICATION KEYS (PLANT)
49	MAE WEST/WAISTCOAT LIFE SAVING
50	WET SUIT

TURN PAGE

## LEFT PAGE 24 FIELD MEDICINE TASK BOOKLET

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 24  
OF RESPONSE BOOKLET

- 1 CRUTCHES
- 2 AIR EVAC STRETCHER/LITTER
- 3 STRETCHER, PORTABLE (AMBULANCE)
- 4 COLLAPSIBLE LITTER
- 5 UNIT ONE KIT
- 6 BODY ARMOR
- 7 FLACK JACKET
- 8 GUNNER'S BELT
- 9 BILLY-PUGH RESCUE NET
- 10 JUNGLE PENETRATOR
- 11 JUNGLE HOOK LIFT
- 12 HORSE COLLAR LIFT
- 13 SPRAYER, HAND
- 14 OUTDOOR SPRAY EQUIPMENT
- 15 MASS DELOUSING EQUIPMENT
- 16 INSECT NET
- 17 TARPAULINS CANVAS
- 18 FIELD STERILIZER
- 19 FIELD POWER GENERATOR, PORTABLE
- 20 TANK
- 21 RESPIRATOR (GAS MASK)
- 22 FIRST AID KIT
- 23 MASS CASUALTY AID KIT
- 24 CASUALTY SIMULATION KIT
- 25 MANNEQUIN, FIRST AID

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 24  
| OF RESPONSE BOOKLET

26	MOULAGE SET
27	COMPASS
28	MAPS
29	PISTOL
30	RIFLES M-14
31	RIFLES M-16
32	.50 CAL. MACHINE GUN
33	HAND GRENADES
34	SMOKE GRENADES
35	TWO-WAY RADIO EQUIPMENT
36	FIELD TELEPHONE SYSTEM
37	TENT, FIELD, ALL TYPES
38	MEDICAL SUPPLY BOXES, FIELD
39	BLOCK, FIELD MEDICAL, DENTAL, INSTRUMENT/SUPPLIES
40	AMBULANCE
41	DOLLY WAREHOUSE
42	HYDRAULIC LIFT
43	PLATFORM SCALES
44	REFRIGERATED SHIPPING BOX
45	STRAPPING MACHINE
46	OXY-ACETYLENE WELDING EQUIPMENT
47	DIE SET, METAL STAMPING
48	TOOLS, WOODWORKING/CARPENTER
49	WALKER, CRESCENT, ADJUSTABLE WRENCH
50	ADDRESSOGRAPH MACHINE, MANUAL

LEFT PAGE 25 FIELD MEDICINE TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 25  
| | OF RESPONSE BOOKLET

- 1 DUPLICATOR, E.G. MIMEOGRAPH
- 2 STENCIL CUTTING MACHINE
- 3 TYPEWRITER
- 4 ADDING MACHINE
- 5 SPRAY PAINTING EQUIPMENT
- 6 VACUUM CLEANER
- 7 MACHINE, FLOOR POLISHING
- 8 RESPIRATOR (GAS MASK)
- 9 FIRST AID KIT
- 10 MASS CASUALTY AID KIT
- 11 CASUALTY SIMULATION KIT
- 12 MANNEQUIN, FIRST AID
- 13 MOULAGE SET
- 14 COMPASS
- 15 MAPS
- 16 PISTOL
- 17 RIFLES M-14
- 18 RIFLES M-16
- 19 .50 CAL. MACHINE GUN
- 20 HAND GRENADES
- 21 SMOKE GRENADES
- 22 TWO-WAY RADIO EQUIPMENT
- 23 FIELD TELEPHONE SYSTEM
- 24 TENT, FIELD, ALL TYPES
- 25 MEDICAL SUPPLY BOXES, FIELD

GO TO RIGHT HAND PAGE

RIGHT PAGE 25 FIELD MEDICINE TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 25  
| | OF RESPONSE BOOKLET

26 | BLOCK, FIELD MEDICAL, DENTAL, INSTRUMENT/SUPPLIES

27 | AMBULANCE

END OF TASK BOOKLET